



June 11, 2018 | 5:30 – 7:30 p.m.

Large Conference Room at The Harrington Company, 4248 Park Glen Road, Minneapolis, MN 55416

Attendees:

P	Mohamed Diab, President & CEO	P	Alisha Walter, Director at Large
P	Chris Doyle, Past President	P	Manish Kalra, Director at Large
P	Janice Pyka, President Elect & COO	P	Sara Swanson, Director at Large
P	Joe Perzel, Director of Finance	P	Matt Mehring, Director at Large Position
P	Geraldine Marks, Director of Governance	P	Jenny Wothe, Executive Administrator

Guest: None

Current Membership: 3,429 on 5/31/18: 51 New Members, Retention rate 70.94%

	YTD Budget (April 2018)	YTD Actual (April 2018)	Reason(s)
Income	\$110,489.00	\$66,769.08	*Summary detail provided before
Expense	\$215,312.00	\$201,115.66	Meeting.
Net	\$(104,823.00)	\$(134,346.58)	

Forecast Budget Changes:

June 12th Breakfast (Midland Hills Country Club)	
No June Dinner	

5:33 p.m.	<p>Call to Order by M. Diab</p> <p>Adoption of Agenda: Additions: No additions. Action: J. Perzel made a motion to approve the agenda, 2nd by M. Kalra. The motion carried unanimously.</p> <p>Approval of May 2018 Board Meeting Minutes. Action: J. Pyka made a motion to approve the minutes with the attachment as presented, 2nd by M. Kalra. The motion carried unanimously.</p>	<p>QUORUM Established with 8 members Director Walter joined Shortly after start</p>
	<p>2018 Strategic Direction</p> <ul style="list-style-type: none"> • Strategic Goals <ul style="list-style-type: none"> A. Expand market coverage B. Deliver expert solutions C. Drive efficiencies and engagement • Updated 2018 Strategic Directions <ol style="list-style-type: none"> 1) To increase and maintain our strategic focus on the improvements that matter 2) To develop and deepen our member centricity by knowing and meeting their needs 3) To strengthen and stabilize our organizational agility to continuously improve and adjust 	
6:00 – 7:00 p.m.	<p>Board Operations and Strategic Initiatives</p> <ol style="list-style-type: none"> 1. Good News Items from each Director and the Harrington Company: M. Kalra reported the recent PMP course netted almost \$10,000 profit; which is almost double as previously netted. No registration has been received yet 	



for the next course, but it will be promoted in the next e-blast.

M. Mehring noted the Volunteer Development project has begun to meeting, weekly meetings will be held. They have an approved charter and strategy, which was approved last year. He will send it out to the Board for their information. The focus of this group will be volunteer retention and training.

J. Perzel noted the YTD budget analysis has been done completed.

S. Swenson reported the marketing and communications process was reviewed at the last Operations committee to ensure all committee chairs are aware of the process. They were asked to share the information with their committee members.

G. Marks noted she had served as the MC at the last dinner event, all went great. She really appreciates the new format provided by Programs to the MC outlining the event.

C. Doyle reported the paid-events management is moving forward. The method for using volunteer credits has been implemented, along with the option to pay using a mixture of volunteer credits and a credit card.

2. Financial Status YTD Analysis: J. Perzel presented a YTD analysis, outlining the May observations and 2018 forecasts. The summary is included as an attachment to the minutes.

Discussion was held. President Diab proposed capping the Harrington Company expenses at \$11,000 for the next three months. Concern was voiced by some of the Board regarding this proposal; no action was taken on his proposal.

J. Perzel noted he will be working with Jenny to ensure the volunteer credits are tracking in the budget as potential liability.

3. Strategy Priorities Discussion and Update: M. Mehring walked the Board through a presentation highlighting the proposal for tracking the strategic priorities moving forward. It was noted each project/task will need to be aligned as either strategic or operational, once this is completed the list will be able to be finalized for prioritization. He will begin by working with the Board liaisons for the ProfDev and Members committees.
4. Revised Code of Conduct and Volunteer Agreement: Discussion was held on the compensation piece in the document. Consensus was to remove the proposed language and replace it with the 3 point outline discussed (as noted in the By-laws). Direct was to include the transition guidelines in the policy manual.

Next Steps: revisions will be made and presented for approval at the July meeting. Once the revised agreement is approved the timeline for the roll-out will be finalized.

5. Developing and Updating Action Items Including Policy Changes: No action taken.
6. Discussion on Policy for Comp Dinners at Events: Tabled until July meeting.
7. Update on Marketing Processes and other MarComm Communications: S. Swenson noted the Marketing & Communications process has been reviewed by necessary parties. Discussion was held on the importance of the 90-day marketing timeline. She also noted the posting for a co-chair has been placed on VRMS.
8. Mentor-Mentee Program: A. Walters noted the committee is looking for guidance on how to move forward with this project. She noted it has not yet been approved by the Board. They do not foresee a cost involved with the program as it will be volunteer driven. If there is a cost, it will be very minimal (i.e.: additional room during the



Chapter dinner events).

The timeline for the program was for a pilot program to kick-off during the 3rd quarter of 2018, she questioned if this kick-off should be delayed until 1st quarter of 2019. The consensus of the Board was to push for the kick-up to be by 4th quarter of 2018.

It was noted clarification was needed as to what the vision of the program is:

- o Speed mentoring
- o 8-week program
- o Other

Next Steps: A. Walter and M. Mehring will meet with Michelle Wilson, chair of membership, regarding the vision of the program and kick-off timeline. Following this meeting they will report back to the Board.

9. LIM October 4-6, 2018 Los Angeles, CA (who is going?): J. Perzel noted it the 2018 budget includes funds for four members to attend the meeting. Eight Directors were interested in attending the event. Discussion was held, with the consensus of the Board to allow all eight interested in attending go to the meeting; the budget will be reviewed and modified.

President-Elect/COO Report

Operations Committee (J. Pyka)

- Chairs needing approval/open positions:
 - o President-Elect Pyka noted the chair of sponsors & partners has stepped down due to personal reasons. She is working with members of her committee in the transition process.
- Operations committee updates:
 - o President-Elect Pyka noted a summary of the brainstorming session from the last Operations meeting was included for the Board.
 - o The membership survey will be going out later this month; it is currently being reviewed by the Operations Committee.
 - o Discussion was held regarding the need for each committee to have a co-chair, further discussion was held if it should be a co-chair structure or chair and vice chair structure.

Action: President Diab made a motion to require each committee to adopt the co-chair model and for those that do not currently have co-chairs to actively recruit to fill the position, 2nd by M. Kalra. The motion carried on a 7 – 2 vote.

- MarComm Committee follow-up:
 - o Discussion was held regarding the meeting held with the MarComm chair to outline concerns raised by the Board at the May meeting. It was stressed by several Directors they do not believe adequate improvements have been met as had been agreed to; concern was also raised regarding unprofessional communications.

Next Steps: Consensus of the Board was for the Director of Governance to send a formal letter of remediation outlining the areas of concern as well as recognizing the positive actions/accomplishments during his time as chair. It was noted a timeline for improvement must be included in the letter.

8:10 p.m.

Action: Motion to Adjourn by G. Marks & 2nd by M. Diab. The motion carried unanimously.

Next Meeting Date: July 9th, 2018



Additional Items:

	Action Items	Responsible	Status/Comments	Due Date
1	Combine Code of Ethics & Professional Conduct Proposal document with current volunteer agreement. Correct typos. Look to Harrington for process recommendations. Gain Board approval to move forward for all Board Members / Elected Officers, Representatives of the Chapter including Committee Chairs and Co-Chairs, Volunteers for PDD and Instructors for Prof. Dev.	Feedback by fellow Directors due to G. Marks	Presented at the 4/9/18 meeting, direction to members to review and bring revision to the May meeting for final approval.	6/11/18 Board Meeting
2	Deploy Marketing Plan- Work with Dean to get updates on the 2018 plan for Marketing, along with an outline for a 3 year vision to present to board.	S. Swanson	S. Swanson is working to set up meeting with Dean to finalize materials to present to the Board.	7/9/18 Board Meeting
3	M. Karla requested to continue conversation surrounding Prof. Dev. and volunteers who teach. Discussion on opportunity to hold specialized 3-day course at a cost at business requests.	M. Karla		7/9/18
4	Add language to the Operations Playbook regarding authority of committee chairs to sign contracts/agreements up to \$1,500 if budgeted, all unbudgeted contracts/agreements need approval of the President-Elect	J. Pyka	Action: M. Diab made a motion to approve the Operations Playbook, 2 nd by S. Swanson. The motion carried unanimously.	6/11/18
5	Update to the Leadership Roles and Responsibilities Document	J. Pyka/ J. Wothe	Discussion: J. Perzel requested the signing authority be updated to match the Finance Playbook, consensus of the Board was to remove the By-laws and vendor list as attachments. Action: J. Perzel made a motion to approve the Revised Leadership Roles and Responsibilities with noted changes, 2 nd by J. Pyka. The motion carried unanimously.	6/11/18
6	Upload Event Registration Information/Supporting Documents to SharePoint for reference	C. Doyle	Several items will be uploaded following the meeting. The Charter will be presented at the July Board meeting for review and approval.	6/11/18

Respectfully submitted by: J. Wothe