



Board of Directors Meeting

Date: Apr. 4, 2016

Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

P	Terri Kimball (President)	P	Jerry Gomes (Director at Large)		Staff:
P	Chris Doyle (President-Elect)	P	Joe Perzel (Director at Large)	P	Pam Siebert, Synergos
P	Suzanne Schanno (President)	P	Rich Walker (Director at Large)		
P	Michelle Maas (Director of Finance)	P	Alex Wincell (Director at Large)		
P	Judy Juhl (Director of Governance/Board Secretary)				

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
<i>Call to Order</i>	Terri called the meeting to order at 5:34 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Programs Chair nomination was added to the agenda.	Agenda was adopted.		
<i>Approval of Minutes</i>	Chris moved to approve the March minutes, Suzanne seconded. Motion passed.	Minutes were approved.		
<i>Review Action Items</i>	See list of action items from the March meeting at the end of the document.			
<i>Strategic Initiative Champion Update</i>	<ul style="list-style-type: none"> • Volunteer Engagement/Succession Planning – Suzanne/Judy <ul style="list-style-type: none"> ○ Suzanne reported they have been cleaning up the Volunteer Services section of Sharepoint site to ensure documents can be found. ○ Alex suggested checking with Matt Mehring—there may be an older version of an onboarding kit. • Communication/Visibility- Rich/Jerry <ul style="list-style-type: none"> ○ Jerry reported that they are revisiting the direction of the initiative. ○ A proposal was received from Orman Guidance, but the CEO is also nominated for the MarComm Chair position, which presents a potential conflict of interest. ○ In addition, the amount of the proposal is enough where there should be a broad RFP and multiple bids considered. Action Item: Judy 	Action Item	ASAP	Judy

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	<p><u>Finance Report</u> – Michelle</p> <ul style="list-style-type: none"> • Budget Forecast <ul style="list-style-type: none"> ○ Almost done with the new payment authorization webform ○ Next month Michelle will provide a re-forecast for the first quarter. 			
<p><i>President Elect/COO Report</i></p>	<p>- <u>Operations Committee</u> –Chris (Judy, Jerry, Rich)</p> <ul style="list-style-type: none"> ○ PDD Chair- Resignation <ul style="list-style-type: none"> ▪ Harry Spinks has agreed to Co-Chair PDD with Judy. ▪ There was a productive meeting with GTS. The contract will be revised, and brought to the Board for review, and Terri will re-sign. Alex suggested sending it to the attorney before signing. ▪ Judy confirmed that programming and marketing is moving forward. Volunteers have been reassigned and duties clarified. Philip Abbott is head of Speakers. Kirk Weissler slated as endnote speaker- has not yet come to the Board. ▪ Alex noted that the keynote speaker contract should be countersigned by an authorized signer. ○ Open Chair Positions <ul style="list-style-type: none"> ▪ PDD nomination: Rich moved that Judy Juhl and Harry Spinks be approved as Co-Chairs for PDD. Alex seconded. Motion passed. ▪ ProfDev nomination: Chris nominated Brad Casemore as Chair for ProfDev. Suzanne seconded. Motion passed. ▪ MarComm nomination: Alex nominated Rico Mace Chair of MarComm committee. Judy seconded. Motion passed. Action Item: Need Rico to apply for the position through VRMS. ○ St. Mary’s Partnership—done. We have a partnership with St. Mary’s. ○ Storage requirements and review of inventory: Chris confirmed there is no central storage for Paintathon. He has made temporary storage arrangements and a decision will have to be made after the Paintathon in July. ○ Tradeshow staffing—Terri asked Chris to put out a call. PEN is covered. Can always use more volunteers for tradeshow—suggest a signup on Sharepoint. Action Item: Requests should be brought to the Board and Ops meetings as well. Suzanne said that a while ago there were some documents such as a list of talking points, a whole program. Action Item: Chris & Suzanne will look for it on Sharepoint. 	<p>Motion passed; PDD Chairs confirmed Motion passed; ProfDev Chair confirmed Motion passed; MarCom Chair confirmed Action Item</p> <p>Action Item</p> <p>Action Item</p>	<p>ASAP</p> <p>As needed</p> <p>As needed</p>	<p>Terri</p> <p>Chris</p> <p>Chris</p>

March Action Items	Responsible	Status/Comments	Completion Date
Create a charter for Policy and Procedure manual work in 2016	Judy	Completed. Judy reviewed the charter in the meeting. Suggests reviewing one section every 3 weeks. Would make a cross-check as things are removed that appropriate corresponding procedural language is in the playbooks. Chris moved, Joe seconded. Motion passed to approve charter.	4/4/16
Review signage and make recommendation/order new signs	Jerry	In process. Signs and banners have been ordered. 2 generic PMI ones, 3 outreach ones. Alex made a motion to add funds to the MarComm budget if necessary to pay for new signage. Rich seconded. Motion passed.	
Need PDD contract with GTS from Michael Green. Board has not seen it.	Ferr Chris	Closed. Chris received from GTS.	March
Need signature from non-cardholder Board Member to split the credit for cards.	Chris		April
Suggestion to get a tablecloth or popup banner to identify the event when people walk in the door. Chris suggests a couple of them. Jerry will follow up with Paul Sundquist. To be charged to the MarComm budget, per Michelle.	Jerry		
Redirect not working	Alex/Synergos	Pam will let ChairIT know that Alex is not receiving emails.	