



## Board of Directors Meeting

**Date:** July 5, 2016

**Time:** 5:30 p.m.

**Location:** Synergos office and Skype

### Board Members:

P	Terri Kimball (President)	P	Jerry Gomes (Director at Large)		<b>Staff:</b>
P	Chris Doyle (President-Elect)	P	Joe Perzel (Director at Large)	P	Pam Siebert, Synergos
P	Suzanne Schanno (President)	A	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 5:37 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Chris moved to accept the agenda, Michelle seconded.	Agenda was adopted.		
<i>Approval of Minutes</i>	Chris moved to approve the June minutes, Alex seconded. Motion passed.	Minutes were approved.		
<i>Review Action Items</i>	See list of action items from the June meeting at the end of this document.			
<i>Strategic Initiative Champion Update</i>	<ul style="list-style-type: none"> <li>• Volunteer Engagement/Succession Planning – Suzanne/Judy               <ul style="list-style-type: none"> <li>○ Suzanne reported there has been no further action in the last month.</li> </ul> </li> <li>• Communication/Visibility- Rich/Jerry               <ul style="list-style-type: none"> <li>○ Rich and Jerry have reviewed the proposal from Rico.</li> <li>○ There was a discussion about eligibility for Rico’s company to be included in the pool. The previous decision that if Rico accepted the Chair position he could not propose services was shared with him prior to coming on as chair.</li> <li>○ <b>Action Item:</b> Joe will review Julian’s offboarding materials to find the company name he was working with. Will provide the companies with the same information that has been available to Rico so that they can make updates to their proposals. Terri noted that the</li> </ul> </li> </ul>	Action Item	ASAP	Joe



Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	<ul style="list-style-type: none"> <li>○ At-Large (Replacing Rich Walker)</li> <li>• There is one candidate- Mohamed Diab; already working on someone to fill his Chair position.</li> <li>• Chris put a notification together and sent to Dana for the newsletter.</li> <li>• Alex noted that the work is done by the committee, with the Board providing guidance and feedback. There is a script that should be used to call potential candidates. There is currently not a playbook for the Nominating Committee, although there is documentation. Chris would like to develop a playbook, and this can be included.</li> <li>• <b>Action Item:</b> Chris asked that the Board send any suggestions, particularly for President-Elect/COO. Michelle suggested people who had been on the Board in the last few years but didn't take the presidency. Alex suggested Samir Penkar, Theresa Tweeten.</li> </ul> <p><u>Governance</u> – Judy</p> <ul style="list-style-type: none"> <li>• Policy Manual Update- Thursday meetings will address this; in the meeting appointment is the agenda for what will be covered that week. However, she will have to move the July 14 meeting.</li> <li>• The MOHE Letter draft was reviewed and wording changes were made.</li> <li>• The bylaws changes were reviewed. <b>Action Item:</b> Judy has a few sections to re-word, and will get it approved by Global. The plan will be to get these approved at next year's annual meeting.</li> </ul> <p><u>PDD</u> –Judy</p> <ul style="list-style-type: none"> <li>• There are currently 64 registered people, 38 vendors.</li> <li>• Rico working on a social media rep.</li> <li>• There was a discussion of the date overlap with the Sept. breakfast meeting. Jerry feels that it would not be the same audience, and has suggested solution that all PDD attendees receive a link to the materials and a link to review the webstream following the event. The Breakfast meeting starts at 7:30, ends by 9 whereas. PDD classes start at 8, so live viewing is not possible. Judy suggests talking about it next month. Alex recommends testing it. One idea is to put a link on the main part of the website so everyone can access it, but the challenge is that there are people paying for the breakfast.</li> <li>• Chris moved, Jerry seconded to make available to PDD participants, morning session on Tuesday. Motion passed. <b>Action Item:</b> The operations team needs to work out the issues.</li> <li>• There was a discussion about the attendee list for the vendors— in the past made available to the members, not vendors. GTS is suggesting to allow registrants to have a checkbox for people to opt out and then give the list (name and company) to vendors. It was tabled to be considered for next year.</li> <li>• Judy will save other issues to the next meeting.</li> <li>• On the PDD slider on the homepage, Judy would prefer for people to click directly through to registration. She will let Daniel know.</li> </ul>	<p>Action Item</p> <p>Action Item</p> <p>Action Item</p>	<p>ASAP</p> <p>March 2017</p> <p>ASAP</p>	<p>All Board Members</p> <p>Judy</p> <p>Jerry/Chris/Programs Team</p>

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	<ul style="list-style-type: none"> <li>There was some discussion about who received the PDD mailing. Alex suggested that the list be scrubbed by an outside vendor rather than take up volunteer time.</li> </ul>			
<b>President Elect/COO Report</b>	<p><u>Operations Committee</u> –Chris</p> <ul style="list-style-type: none"> <li>Chris will talk to John to get added to the distribution list for Dinner and Breakfast attendance numbers.</li> <li>Call Center status- Matt had an injury last month, so there was no action. Chris is working with Mark until he's back in action.</li> <li>Boating Event <ul style="list-style-type: none"> <li>July 16- at about 100 registrants; second notice going out to volunteers. Web page is now updated so it's open to members.</li> </ul> </li> <li>Board session to set MarComm strategy- previous conversation covered that; determination of contract must be made.</li> <li>Membership is going to be putting New Member Orientation on Sharepoint for feedback</li> </ul> <p>- <u>Synergos Updates</u> – Pam</p> <ul style="list-style-type: none"> <li>Pam reported that business cards will be here by the next Board meeting. If you would like yours sent to you sooner, please let her know. Judy doesn't need any cards, so will be dropped from the order.</li> </ul>			
<b>Board Planning</b>	<ul style="list-style-type: none"> <li>Next Meeting Date: August 29, 2016 due to Labor Day holiday</li> <li>Terri moved to adjourn, Alex seconded. Meeting adjourned at 8:06 p.m.</li> </ul>			

**Submitted by:** Pam Siebert, Synergos AMC

**Date:** 7/11/16

<b>June Action Items</b>	<b>Responsible</b>	<b>Status/Comments</b>	<b>Completion Date</b>
Policy & Procedure Manual Update	Judy	In process. Included in monthly meetings as an agenda item.	Until completed
Judy will check the policy on three quotations for above a certain price range.	Judy	In process.	
Communication/Visibility Strategic Initiative: RFP for Marketing- on hold until later in the year.	Rich/Jerry	On hold	On hold
Chris will write up two charters for those ideas. (Reinstating Project of the Year for students as well as scholarships for new student members.)	Chris/Michelle/ Joe		
Charter/bylaws approval	Terri	In process. (Will keep on action item list until final.) Re-chartering will be approved when the bylaws are approved. Bylaws to be approved at 2017 annual meeting	ASAP
Check on requirement for branches related to bylaws.	Judy		ASAP