



## Board of Directors Meeting

**Date:** August 1, 2016

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

**Location:** Synergos office and Skype

### Board Members:

P	Terri Kimball (President)	P	Jerry Gomes (Director at Large) – until 6 p.m.		<b>Staff:</b>
P	Chris Doyle (President-Elect)	P	Joe Perzel (Director at Large)	P	Pam Siebert, Synergos
P	Suzanne Schanno (President)	AP	Rich Walker (Director at Large)		
A	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 5:35 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Chris moved to accept the agenda, Judy seconded.	Agenda was adopted.		
<i>Approval of Minutes</i>	Judy moved, Joe seconded the amended minutes. (Action item for finding original marketing vendor changed to Jerry's ownership.)	Minutes were approved as amended.		
<i>Action Item Update</i>	See list of action items from the July meeting at the end of this document.  Judy noted that someone else needs to be trained on reporting PDU's; Chris will follow up. Terri noted that PDD is a good to recruit, also the September volunteer fair. <b>Action Item:</b> Chris will follow up with Alisha regarding the Volunteer Fair.	Action Item		
<i>Strategic Initiatives Champion Update</i>	<ul style="list-style-type: none"> <li>• Volunteer Engagement/Succession Planning – Suzanne/Judy/Alex               <ul style="list-style-type: none"> <li>○ Suzanne completed a high level document to distribute to volunteers; she sent it out for feedback and has not received any.</li> <li>○ Suzanne also sent out a more detailed org chart and the more specific roles on the committees. Looking for it on Sharepoint under Volunteer Services tab, New Volunteers folder.</li> </ul> </li> <li>• Communication/Visibility- Rich/Jerry               <ul style="list-style-type: none"> <li>○ Rich and Jerry have not been able to touch base.</li> </ul> </li> </ul>			

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	<ul style="list-style-type: none"> <li>○ There was another conversation about the proposal from Rico’s company and his eligibility, and whether there’s a conflict of interest. Terri noted that Global told her that a conflict may be allowed if it is disclosed. Terri would like this wrapped up by the next meeting.</li> <li>● Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> <li>○ Joe reported that the downtown luncheon is moving forward: four panelists are lined up, the topic is engaging executive management. Catering and location are lined up (Surescripts.) Italian buffet is planned.</li> </ul> </li> </ul>			
<b>Board Operations</b>	<p><u>LIM Update</u></p> <ul style="list-style-type: none"> <li>○ 6 people going- Chris, Alisha, Michelle, Jerry, Joe, Terri</li> <li>○ Disc used adding Geraldine. Alex suggested that there be a backup in mind if someone can’t go. This is good experience and should be considered in succession planning.</li> </ul> <p><u>R2 November Shoptalk</u></p> <ul style="list-style-type: none"> <li>● Terri committed at Region 2 to talk about succession planning. Shoptalk is a newly resurrected old idea- happens quarterly. Can look at what has been done and what is in process.</li> <li>● Could have a working group around this and also address it at the October meeting. <b>Action Item:</b> There is a call with Global at Aug. 24 at 5 pm for one hour regarding this. Chris will attend. <b>Action Item:</b> Terri will send info to Pam who will do a meeting invite.</li> <li>● Tentative date for the Shoptalk is Nov. 16.</li> </ul> <p><u>Financial Report</u></p> <ul style="list-style-type: none"> <li>● Michelle is on vacation.</li> <li>● Need credit card statements to complete financials for May, June, and July. <b>Action Item:</b> Chris and Terri will work on it.</li> <li>● Terri would like to start 2017 budgeting in August to give lots of time to engage chairs before it goes in for approval.</li> <li>● Terri is suggesting that the pricing should be reconsidered and simplified. <b>Action Item:</b> Chris will ask Programs group to take this on.</li> </ul> <p><u>Nominating Committee &amp; Elections</u> – Chris</p> <ul style="list-style-type: none"> <li>● Reported NomComm is working on candidates for 4 open positions. <ul style="list-style-type: none"> <li>○ President-Elect: Sara Lien</li> <li>○ At-Large (2 positions): Mark Neumann, Manish Kalra, Mohamed Diab</li> </ul> </li> </ul>	<p>Action Item</p> <p>Action Item</p> <p>Action Item</p> <p>Action Item</p>	<p>8/24/16</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Anyone interested</p> <p>Terri/Pam</p> <p>Terri/Chris</p> <p>Chris</p>





<b>July Action Items</b>	<b>Responsible</b>	<b>Status/Comments</b>	<b>Completion Date</b>
Policy & Procedure Manual Update	Judy	Weekly reviews in process. Included in monthly meetings as an agenda item.	9/30/16
Communication/Visibility Strategic Initiative: RFP for Marketing- on hold until later in the year.	Rich/Jerry	On hold- revisit at October Strategic Planning Meeting Terri noted that the policy manual should include prior disclosure.	10/30/16
Re-chartering will be approved when the bylaws are approved.	Terri	In process. Bylaws ready to send to GOC	7/31/16
Requirement for branches related to bylaws.	Terri	In process. Terri to review with GOC (for next bylaws cycle)	10/1/16
Downtown networking event-detailed planning.	Joe/Michelle	In process. See update under the Strategic Initiative in the minutes.	8/1/16
Review Julian's off boarding materials for marketing proposal and company he was working with	Jerry		8/29/16
Submit job postings for two volunteers for downtown networking event	Michelle	Completed. Joe has found 2 volunteers.	8/1/16
Need credit card statements from Wells Fargo	Michelle/Pam/Chris	In process. Chris will follow up on typo on the address, then it may work. There is conflicting information; they will follow up.	8/31/16
Board members to send ideas for nominations for president elect to nominations committee	Board	Completed.	8/1/16
Complete cleanup of bylaws to send to GOC for review	Judy	Completed. GOC must approve bylaws before members can vote on them. Approved bylaws needed for charter renewal (on hold this year)	8/1/16
Provide Tuesday PDD attendees with link to recorded webstream for Sept breakfast meeting	Chris/Jerry	In process. Operations Committee to work out details. Decision was to provide recorded version after the fact.	8/29/16