



## Board of Directors Meeting

**Date:** August 29, 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)	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>	The meeting was called to order at 5:35 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Joe moved to accept the agenda, Michelle seconded.	Agenda was adopted.		
<i>Approval of Minutes</i>	Spelling of Manish Kalra's name was corrected in the August minutes. Chris moved to accept, Joe seconded.	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.			
<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 met with Erin on a form to solicit feedback. Chris noted that work has started on the Transition Meeting.</li> <li>○ Alex is working on the succession planning ShopTalk. She would like to brainstorm the key messages. <b>Action Item:</b> She will set up some working sessions.</li> </ul> </li> <li>• Communication/Visibility- Rich/Jerry               <ul style="list-style-type: none"> <li>○ Touched on it under the action item. They will create a criteria so that RFP answers can be compared. (See action item.)</li> </ul> </li> </ul>	Action Item	10/3/16	Alex



Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	<ul style="list-style-type: none"> <li>Chris will follow up with the Nominating Committee.</li> </ul> <p><u>Governance</u> – Judy</p> <ul style="list-style-type: none"> <li>Judy has a final draft that she will send out. It still includes highlighted areas that will need to be moved to the playbooks. Suzanne will provide feedback on reserves (cash, operating, strategic). Should be ready to approve in another month.</li> </ul> <p><u>PDD</u> –Judy</p> <ul style="list-style-type: none"> <li>Judy sent out the report today. Surpassed 2014/5 registration numbers but not \$. As of this morning, 587.</li> <li>Another vendor came in: Microsoft; only one booth left.</li> <li>Joe did a great job &amp; GTS sold \$18k in sponsorships compared to \$4k last year.</li> <li>Michelle is looking for the Eventbrite account credentials for the speaker reception at PDD. Terri will send to Michelle.</li> <li>Terri will do morning and lunchtime sponsor announcements on Symposium Day.</li> </ul> <p><u>Fall Strategic Planning/Board Training Session</u></p> <ul style="list-style-type: none"> <li>Starting to work on it now. Tentative date is 10/15. Topic to be succession planning.</li> </ul>			Pam/Synergos
<b>President Elect/COO Report</b>	<p><u>Operations Committee</u> –Chris</p> <ul style="list-style-type: none"> <li>Sponsor/Partner 2017 Rates: Joe will work with Barb on it. The Board does not feel that they need to review it; it will be reviewed by the Ops Committee. It will be added to the Ops Committee agenda for 9/26.</li> <li>Agenda item for next Board meeting- Judy &amp; Michelle would like to discuss an RFP for a new location for 2018 PDD at the Oct. Board meeting.</li> <li>Alex asked for context for the retention number. Chris is sending the Board a report from Ken that puts it in context; MN retention is less than the average in Region 2. Terri suggests aiming for 76-78%.</li> </ul> <p><u>Synergos Updates</u> – Pam</p> <ul style="list-style-type: none"> <li>Pam reported on what Synergos is working on- everything already covered in the agenda (financials, election materials, PDD materials &amp; shipping prep, marcomm, securing location &amp; helping with prep for the 2 fall meetings).</li> </ul>	Action Item	8/8/16	All Board members
<b>Board Planning</b>	<ul style="list-style-type: none"> <li>Next Meeting Date: October 3, 2016.</li> <li>Judy moved to adjourn, Alex seconded. Meeting adjourned at 7:55 p.m.</li> </ul>			

Submitted by: Pam Siebert, Synergos AMC, Date: 9/6/16

### August Action Items

Action Items	Responsible	Status/Comments	Due Date
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
Requirement for branches related to bylaws.	Terri	Tabled for next Bylaws review cycle	10/1/16
Chris will send out new RFP for marketing	Chris		10/3/16
Suzanne will put an RFP sample on Sharepoint if it's not there already. Joe shared a sample with the Board as well.	Suzanne/Joe		10/3/16
Need credit card statements to complete financials for May, June, and July.	Michelle/Pam/Chris	Complete. These have been acquired, and now the financials will be run.	8/31/16
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.	9/15/16
Chris will follow up with Alisha regarding the Volunteer Fair.	Chris	Complete. Alisha is working with committees on the fair. Suggested tables in open foyer rather than a separate room	8/29/16
Call with Global at Aug. 24 at 5 pm for one hour regarding the R2 November Shoptalk. Terri will send info to Pam who will do a meeting invite.	Terri/Pam	Complete	8/24/16
Programs committee to look at simplifying the meeting prices for 2017	Chris	Will be part of budgeting for 2017 income	12/5/16
Synergos will move forward on preparing the ballot and postcard. Will need the candidate bio packages for the website.	Pam	In process. See previous discussion about slate.	9/9/16
Judy will let Rico know he has to get the booth set up Wednesday night.	Judy	Complete	8/29/16
Terri will advise on which chapters to send a personal contact about PDD; Judy will send the personal message.	Terri/Judy	2 people from Manitoba are coming as an exchange. Discovered PDD is not on the Global calendar; Judy is sending a note to Ron and Larissa.	8/29/16
Joe to follow up Corrinne or Geraldine to reach-out to partners to say thank you for support-don't forget you have employees of their partner discount.	Joe	Complete	8/29/16
Terri will send updated PrC charter by email for a Board vote.	Terri	In process. Steve Stucke is on Board. "Lean" added to the title. Dianne has already put in the request for meeting rooms at the dinner for the rest of the year.	8/31/16