

January Meeting and New Member Orientation
January 6, 2018

Motion to call to order by Claire at 0814

Second by Tricia

Present: **Absent:**

AnneMarie

Fawn

Claire

Marcy

Mandi

Erika

Riley

Robin

Tracy

Trina

Chanda

Tricia

Teo

Faith

Agenda approved with edits to include:

- Additional board communication- Robin
- Board expectations- Riley
- Schedule meetings- AnneMarie

1. Introduction of Members and Position- Brief Introductions

2. Approval of Agenda- Robin

3. Approval of November and December Meeting Minutes

Motioned to approve with edits made by Claire

Seconded by AnneMarie

Motion carries

4. Board Membership- This board operates with no less than six and no more than fifteen members. With that in mind AnneMarie opens discussion around offering a spot on the board to a write in candidate.

The addition of one new member would bring our board to 15 members.

Motion to approve made by Claire

Seconded by Linda

Motion carries

Strategic Planning

Robin aligned our strategic plan with other states looking for similarities, strengths, opportunities, and threats. There was a lack of consistency across states in all areas. There was discussion around the unique needs of The

Northern Interior and our strategic plan intentionally supporting those needs. We discussed the differences and similarities between a working plan and a strategic plan. We will create a working plan in 2018.

The strategic plan was reviewed line by line. Notes were taken by and the document is to be updated accordingly. Robin and Tracy are responsible for the finished product.

Budget

1. Teo and Linda brought enough copies for everyone. One copy of 2017 actuals and one of 2018 projection.

Claire motions to reduce out of state travel from \$3000 to \$1500. Conversation followed her motion and numbers were crunched. After taking out \$1500.00 from travel the budget our starting budget for 2018 is \$45.00

Linda introduced the purchase request for that she has been creating to the board and reviewed the process and expectations. All purchases will require two signatures prior to a purchase made with the intention of reimbursement. Moving forward, Linda will be responsible for travel arrangements to ensure that the best ticket price is selected.

There was discussion around a conference vendor booth having a bounced check. In years to come we will accept payment from vendors in the form of either cash or check. The amount was too small to proceed with small claims court.

2. Party Planning Committee Update- The next event for niaaeyc is Cabin Fever. It will be hosted at The Venue on second street in downtown Fairbanks. February 17th from 6:00-1000. The Venue will remain open to the public, but the back room is open to paid participants only. We have yet to determine cost of the event, but have identified that we will facilitate two activities. 1) Best themed costumes for cabin fever 2) log cabin building competition. The event budget for 2018 is set at \$2,500. We will stay as far under budget as possible. We are asking all board members to participate in the way of recruiting participants, committing their own time, and gathering basket items for auction. Party Planning Committee meets Saturday's at 1000 at The Venue from 20 January through the event date.

A photo was taken of the BOD during this meeting to be imbedded in an event invitation that Linda is making.

Annemarie motioned to approve the budget with edits

Linda seconds

Motion Carries

Conference Planning:

AnneMarie reviewed post conference planning guide and position descriptions with the board. Robin brought a binder to collect position descriptions in. We went through and assigned committee chairs for the 2018 conference.

Committees and Chairs are assigned as follows:

Registration

Chair- Tricia

Participant- Linda

Education

Chair- AnneMarie

Participants- Trina, Chanda, Faith

Community of Learners

Participants- Chanda, Erika, Robin

Technology component- Linda

Hospitality

Co-Chair- Tracy/Mandi

Fawn-Vendors

Marketing

Chair- Claire

Participants- Tricia, Tracy

Fundraising/Donations

Co-Chairs- Riley/Claire

Participants Marcy (baskets), Fawn (Vendors), Mandi

Annual Meeting

Chair-Robin

Participants- Fawn, Claire

It was determined that roughly 20% of evaluations were received from 2017 conference. Additional areas for improvement to add to conference follow up for future conferences include:

- data compilation and release to facilitators
- Rehearsal of auctioneer/ permanent paddles made for dollar auction
- Stamps for envelopes/ increases professional appearance for external mail communication
- Line up and say goodbye to guests post conference
- Use of student volunteers/ potential use of them prior to conference
- Tracking and monitoring of hotel hosts. Ensuring that pre conference face to face happens with POC and that POC has walkie talkie at all times during conference
- Technology: hotspots and jump drives readily available

As an effort to improve in these areas it has been decided that all conference chairs will prepare and submit no later than the first Saturday of each month an update for the board to review prior to the next meeting. Updates are intended to keep committees on track, to identify potential challenges or areas that the committee may need additional support. Having pre read these documents will also help to cut down the length of the meetings.

New Board Member Expectations:

New board members were welcomed and offered the opportunity to ask questions.

Trina asked about the distance factor and the number of meetings that she would be allowed to miss. She lives 100 miles away and has frequent travel as an element of her job description. The question was tabled for new business as a proposed pan had been created to support this issues.

Chanda asked for more specific information about her role on the board. AnneMarie responded with the assignment of a mentor and opportunity for offline guidance.

AnneMarie went over Robert's Rules with BOD. Clarification was given that to bring the meeting back to order the President should say, "Come to Order". When "Come to Order" is said by the President it is the responsibility of BOD to stop all conversation and move forward with meeting.

New members were assigned to mentors. Trina will work with Fawn in Public Policy and Chanda will work with AnneMarie in Membership.

New Business:

2018 meeting schedule was identified. We will continue to meet on Saturdays at CTC at 0700.

Communication Policy was written by Riley. This policy goes over expectations of professionalism in communication. The policy calls out our Code of Ethics in the way that we present ourselves both internally and externally. Claire motioned to approve the communication policy.

Linda motioned for further conversation around the policy. Her question was around the nature of consequences for failure to follow the policy and suggested an edit that will outline the consequence. AnneMarrie drew attention to the Code of Ethics, if a member is not following the Code of Ethics we will address the breach on a case by case scenario. We will move forward as deemed necessary by the board according to the breach. It is to be made very clear that the expectation of professionalism within the board is non-negotiable and removal from the board ***may*** be the outcome.

Linda motioned to approve the edited version of the Communication Policy

Claire seconded

Motion carries

Claire motions to adjourn

Faith Seconds

Motion Carries- 1536