

**Board of Directors Meeting  
Thursday, March 1st, 2018**

**Board Members Present**

**(those present denoted with underline)**

Mona Ellerbrock, Jessica Watts, Todd Cleland, Roger VanHoy, Adam Johnson,  
Megan Greenawalt, Paul Sturm, Kim Jacobs, Adam Causgrove, Curt Hadley,  
Robin Seth Shah, Brad Fravel, Victor Haroldsen, Megan Puzey,  
Tarsha Whitaker Calloway, Susan Fonseca, Julie Brandis

**Others Present**

Steen Hymes

**Welcome & Call to Order**

Mona welcomed everyone to the meeting. Steena called roll.

**Consent Agenda**

Curt motioned to approve February minutes. Paul seconded.

MOTION APPROVED

Kim motioned to approve January financials. Todd seconded.

MOTION APPROVED

**Announcements**

- a. The Board thanked Curt for his contributions during his term.

**New Business**

- b. **BOD Expectations and Responsibilities Document:** Megan G. presented a new document outlining expectations and responsibilities of board members in an effort to prove transparency and clarification.
  - a. Susan asked how this will work with the MOU currently in the Board Orientation Manual. The two documents will be merged together into one and this will replace the MOU.
  - b. Todd asked if the expectations requiring co-presidents and co-vice presidents to be active members on standing committees is overloading those positions. Mona suggested that it's important for co-presidents and co-vice presidents to actively be involved in committees.
  - c. Julie asked about terms and if in situations where committee chairs left the board, such as in the example with Professional Development this year with Julie C. leaving. Julie expressed the difficulty coming in mid-term and having to rely on the chair-

- elect, and suggested it may be worth a conversation to implement a policy for the chair-elect to take over mid-term if a committee chair steps down.
- d. The ExComm will discuss the points discussed above and how to modify the BOD Expectations and Responsibilities Document.
  - c. **Site Selection:** The committee decided to pick firm dates ahead of time in order to get RFP process moving. The 2019 Mid-Winter RFP has been sent out for sites in New Orleans. Mid-Winter will be Feb. 4-6, 2019. 2019 Annual Conference dates will be July 23-25, 2019.
  - d. **Board Manual Revisions:** Susan continued her presentation from February's meeting. She recommended an overall revision of presenting information at a high level view and summarizing a lot of the content currently included, and then more detailed and supporting documents can be stored in an accessible location such as Box, rather than include it all in the manual.
    - a. Susan recommended the following additions:
      - i. A section on conference planning appointments.
      - ii. The NACRO travel reimbursement form.
      - iii. BOD agendas and how to add topics to agendas.
      - iv. A cheat sheet on the "Roberts Rules" or procedures of NACRO.
    - b. Susan will work with the ExComm to finalize the manual.
    - c. The new manual doesn't require an official vote, but there will be an unofficial vote approving the manual once it's completed. The time table is to have it finalized by the May BOD meeting.
  - e. **Conference Planning:**
    - a. A target date of March 2 has been set as the deadline to respond to all authors approving or declining session proposals.
    - b. Conference Planning is working with Marketing to announce conference info, possibly around April 15<sup>th</sup>, if not, then May 1<sup>st</sup>.
    - c. The program agenda reflects two full days of content. The first day will allow time for a panel on committees, and the second day may include some longer breaks for committee outreach and networking.
    - d. Megan P. is working with Membership and Alliances doing some outreach to invite regional folks who aren't currently members.
    - e. Conference Planning is still hoping to do an informal meet and greet on Monday and again on Thursday. Megan P. asked that Board members try to be present at both gatherings.
  - f. **Committee Goals & Budget:** Adam J. is continuing to work with committees one on one on their goals and budgets. He will provide an updated document on where committees stand on budget and expenditures as well as next steps.
  - g. **Professional Development:**
    - a. Mastery planning is well underway. Two sessions will be offered and those course descriptions will be submitted to Marketing.

- b. The webinar training has been recorded and that recording will be made available to the Board.
- c. PD is still looking for a second speaker for webinar #2.
- d. A Bootcamp call will be next week. For 2018, Bootcamp will be offered a la carte to the annual conference as opposed to previous years where attendees had to be registered for the conference to attend Bootcamp (FKA Blueprint).
- h. Nominating Committee Update:** Nominations close at 5pm Pacific on March 1. There are a total of 35 nominations, which yielded 15 vetted and qualified candidates who are running for 7 positions. 5 of the 7 will be contested positions.
  - a. A slate will be presented to the Board for approval at the April meeting.
  - b. Nominees will be asked to complete a candidate form that will go into a web-based voters' guide. Campaigning will be limited to that candidate form.
- i. Membership Survey Update:** The membership survey is currently at 260 responses, almost reaching the goal of 300.

#### **Old Business**

- j. **IP Form:** Roger is working with an attorney on this form and hopes to have documents to present to the Board at the April meeting.

#### **Future Business**

- k. A call will be organized to discuss sponsorship at the annual conference. Mona asked if board members would volunteer to help with the sponsorship initiative. Megan P., Susan and Todd volunteered.