

**Board of Directors Meeting  
Thursday, August 2, 2018**

**Board Members Present  
(those present denoted with underline)**

Megan Greenawalt, Adam Johnson, Adam Causgrove, Jamie Shattuck, Mona Ellerbrock,  
Jessica Watts, Megan Puzey, Dana Ulrich, Victor Haroldsen, James Zanewicz, Katheryne  
Rehberg, Joe Matope, Kim Jacobs, Charley Haseman, Robin Seth Shah, Susan Fonseca,  
Melissa Erekson

**Others Present  
Steen Hymes**

**Welcome & Call to Order**

Adam J. welcomed everyone to the meeting. Steena called roll.

**Consent Agenda**

Susan motioned to approve Consent Agenda. Adam C. seconded.  
MOTION APPROVED

**Announcements**

- a. Reminder about Slack, Box and Parking Lot channel on Slack. Training and tutorial videos are available.

**New Business**

- b. **Using ASG:** a call was had with ASG and ExComm about ASG's scope of services. The call included discussion on utilizing ASG for additional tasks including helping with committee work or tasks. Committee should think about how they think they can use ASG and factor that into their ASG hours for the 2018-2019 budget proposals.
- c. **Monthly Communication from Committees:** continue to link strategic plan goals back to committee goals.
  - a. Take monthly attendance
  - b. Steena will give \$ used to date in committee budget and ASG hours to date per committee.
  - c. Adam C. will send out to-date budget and hours to committees.
- d. **Preparing Budgets:** Adam C. will send out a template for committees to prepare budget proposals.
  - a. Proposals due Sept. 15
  - b. The marketing budget line will be moved into each committees which is different than previous years. Katheryne and Joe will still be the marketing and

- communication contacts, but committees will have their own budget for marketing purposes.
- c. Committees need to have their first committee calls before the next BoD meeting Sept 6.
  - e. **NACRO Calendar Reminder:** The NACRO calendar will live in two documents, both pinned to the Slack Channel
    - a. A Google Doc with a monthly high level overview of deadlines and dates. Everyone can have access to that google doc and add to that document.
    - b. A google calendar with Katheryne and Steena being the editor, but everyone can see it. Katheryne and Steena will update the google calendar.
  - f. **Initial Thoughts on Conference:**
    - a. A site visit to Pittsburgh is being planned for September.
    - b. Megan and Dana are discussing the RFP process for 2019. Trying to outline a timeline before MidWinter.
    - c. Regarding the 2018 conference, feedback was positive overall. A post-conference survey has been sent out.
  - g. **Policies in development:**
    - a. Need to formalize IP policy. A draft was shared in November, but has not been officially finalized. Adam J. will send it out again to Board members.
    - b. Data Use Policy for members: discussion on drafting policy and how board members feel about making member information available or even selling the list. Item tabled to September Board Meeting for further discussion.
  - h. **Creation of Ad-Hoc Committees:**
    - a. A sponsorship ad-hoc committee has been formed and will be led by Mona and Jess.
    - b. Tarsha Whitaker-Calloway has agreed to lead a Diversity Efforts ad-hoc committee focusing on programming and outreach efforts.

#### **Other Business**

- i. Discussion was had about partnership with CASE and how this has evolved. Currently, there is less engagement between NACRO and CASE than with AUTM/NORDP, though no formal MOU has been executed with any of these organizations. Membership and Alliances will continue to explore the CASE/NACRO relationship and clearly define this for the board moving forward.