

**Board of Directors Meeting
Thursday March 5, 2020**

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

Adam Causgrove, Jamie Shattuck, Megan Greenawalt, Adam Johnson, Megan Puzey,
Dana Ulrich, Heath Wood Michael Rondelli, Stavros Kalafatis, Joe Matope, Debbie
Meyer, Charley Hasemann, David Ortendahl, Susan Fonseca, Barry Dickerson, Katheryne
Rehberg

Others Present
Carly Byrd

Welcome & Call to Order

Jamie welcomed everyone to the meeting at 3:05pm. Carly called roll.

Consent Agenda

Charley H. motioned to approve the Consent Agenda. Megan P. seconded.
MOTION APPROVED

Financials

Adam C. reviewed the financials. Charley H. motioned to approve the financials. Jamie seconded.
MOTION APPROVED

Announcements

- a. Megan P. stated that the awards announcement went out this week, please nominate people.
- b. Mike R. cannot attend AUTM due to COVID-19. No unnecessary travel allowed.
- c. Adam J. left Michigan Tech 2.5 weeks ago, now doing contracting/consulting and remaining involved with NACRO.
- d. Adam welcomed Kim as the new V.P.

New Business

a. NACRO Audit/Insurance information

- I. Adam C. reviewed ASG information (new this year), including the independent review option for \$2500.
- II. Adam C. D&O and General Liability – both currently active and finance committee recommends renewing both. Event cancelation and cyber liability are options. We have requested a quote for event cancelation.

Kim J. motioned to approve the recommendation. Charley H seconded.
MOTION APPROVED

b. Nominating update

- I. Megan G. thanked everyone for nominations for the Board. All have been approached and the interested ones are being pursued.
 - II. Megan P. stated around 20 nominations and some of those were candidates nominated for multiple positions either by others or self-nominations. Also, the current VP criteria may have to be looked beyond for this year's nominees.
 - III. Should have final list by April 2 Board meeting.
- c. Sponsorship update**
- I. Jamie explained that Katheryne updated data regarding potential sponsors (40) and that list was mostly handed over to Carly/ASG. Carly reached out to all the following day.
 - II. Katheryne shared an idea to share/promote access to the attendify app as a sponsor benefit.
- d. What to expect in upcoming communications**
- I. Debbie expressed excitement and gratitude to committees for their responsiveness.
 - II. Debbie stated that Rashmi has reached out to request media kits from several different publications. Once collected, they will be dispersed.
 - III. Social media content comes directly from newsletter.
 - IV. Cameron S. is willing to make website updates.
- e. Conference Programming**
- I. Dana stated final requests are due now- time, rooms, etc.
 - II. Working to book a photographer – will PD want photos? Any videographer needs?
 - III. Agenda is in final stages (and is tight due to many high-quality proposals) and speaker notifications going out next week.
 - IV. Jamie suggested space to host Key partners/sponsors, perhaps second hour of reception or the hour prior to the regular reception. Will discuss more offline.
 - V. Jamie suggested offering headshots. Jill supported the thought of bringing it to the bootcamp participants.
 - VI. Katheryne informed that member levels (blue/silver/white) will be recognized via simple stickers on the nametags.

Old Business

Future Business

- I. Jamie and Mike discussed the rapidly changing logistics of the COVID-19 situation and how we can respond, particularly to our absence at AUTM. The decision was made not to ship anything.
- II. Mike suggests a subcommittee on disaster/contingency planning. Kim encourages the creation of a NACRO crisis management plan.
- III. Welcome back Jill.

Adam C. adjourned the meeting at 4:10 pm.