

Provender Board Meeting Minutes
Thursday, November 12, 2015
4:00-6:00 PM

Board Members Present:

Renee Kempka
Meg Kennedy
Stacy Kraker
Mel Minton
Rachel Mitrani
Evelyn Murphy
Ian Stoy

New Board-in-training:

Shawn Seebach (first 45 minutes)

Staff Present: Susan Schechter

Minutes compiled by Susan Schechter

Welcome, Introductions, member comment:

Housekeeping:

- Change consent agenda items submitted seven days prior to meeting (from 10 days prior to meeting) [**this is a policy change**]
- Renee reviewed consent agenda process
- Renee reviewed agenda
- Everyone introduces themselves and cite unusual places for finding spare change.
- agenda adjustments
 - add thank yous to long-term members
 - remove board compensation discussion
 - remove conference evaluations available prior to January meeting (task completed and available to board on Dropbox)

No member comments.

ED Report

- Shared news about JJ Jones passing away
- Board members still like the format
- Would be helpful to have deadlines for challenges listed
- Anything the board can do to help?
 - Needed immediate assistance on budgeting
- Would like to look at solutions to conference challenges at January in-person meeting

Monitoring Report Survey

- Not completing surveys in a timely manner, especially regarding consent agenda
- Increase participation prior to meeting
- Thanks to Rachel for collating survey results
- Out of compliance with board reports need to have an action plan for follow-up
 - Minutes need to include action plans with non-compliant board reports
- Provide reports and consent agenda items seven days prior to meetings
- Surveys will be completed five days prior to meeting: board members have two days to read materials and to complete survey
- **Include due date for meeting materials on board calendar**
- **Include due date for survey completion on board calendar**

ACTION PLAN

- **Mel will rewrite Member Growth and Retention, both G and EL policies by December meeting**

CONSENSUS: Revised consent agenda unanimously approved

- October 2015 meeting minutes
- G-7 Board Member Code of Conduct
- G-13 Member Growth and Retention
- EL-9 Member Growth and Retention

Nominating Committee and Board Recruitment

- Reviewed potential board candidate list and discussed contacts made at the conference and sign-up sheet
- **Board members will bring Provender hats to January meeting to take a group photo to send to Maggie's as a thank you for the hats**
- **Susan will add a few contacts to the list after the meeting**

Board Calendar and Other Business

New board member check-in

- Meg has been supporting Shawn in her orientation, will connect in Seattle in person as well as at the January meeting
- Can also use GoToMeeting as another option

New Board Manual-Ends Section review and Approve Updated Manual

- Meg, Renee and Susan worked on review of manual and got most of the way through it
- Ends report survey/review is missing from manual
- Could include Ends review questions
- **Renee, Meg and Susan will continue to work on manual; aim for December 11 with final goal of end of December**
- **Evelyn and Renee will work on Ends questions; Rachel will review revised questions; revised and reviewed will be completed by end of February**

- Questions about scholarship funds and how they are allocated
- Would like to offer more scholarships
- **Add to calendar: board discussion about scholarship funds and rollover of funds**
- **Stacy, Meg and Rachel plan a meeting at the January meeting and could discuss proposal on how to use funds**
- Anticipated increase in conference attendance due to 40th anniversary
- Income from webinars, increased income from member dues
- Food and beverage expenses will increase due to increased attendance; new catering manager may change our relationship with pricing
 - Includes what we purchase, hotel service, beer and wine service, meals outside of conference proper, all produce, lots of items that can't get donated
 - Kitchen Food Liaison can only donate so much time to soliciting ingredient donations
 - Budget vs actual for food and beverage for 2015 is very close
- Budget creation is informed by multi-year plan
 - Questions on plan were soft feedback, no responses
 - Multi-year plan is a tool to inform the board that ED is thinking about the organization on a larger scale, bigger picture
- **Add to calendar: Board will be clearer/more specific about what they want to see in a multi-year plan**

CONSENSUS: Financial Planning and Budgeting, including budget and multi-year plan unanimously approved

Board Calendar (review)

- Goals for strategic plan were to be completed for January meeting
- December meeting will be primarily follow up on strategic planning homework assignments
- Rearrange ED reports to relieve workload for November; **Susan and Renee will work off-line to determine revised reporting schedule**
- Add homework assignments to 'Outside Meetings'
- 2016 board calendar will be posted on board google site, Renee will add meeting dates; board will revisit writing assignments as they approach
- **Board members need to sign up for monitoring reports: about three reports each**
- Rachel will add items to the homework page and Renee will add to board calendar

Strategic Planning-ongoing conversation and homework reminder

- December meeting will include research results from homework assignments

Set Retreat Dates for April or May

- Days of the week: Friday, Saturday, Sunday
- **Susan will create doodle poll for determining dates of retreat**
- **Board members will complete doodle within one week**

Meeting Evaluation

- **Assign time keeper for future meetings; Susan volunteers**

- Ian volunteers as well

Executive Session

- Member growth bonus review
- Compliance data matrix review
- ED evaluation planning

NEXT MEETING:

December 17

Conference call

HOMEWORK

- **Include due date for meeting materials on board calendar**
- **Include due date for survey completion on board calendar**
- **Mel will rewrite Member Growth and Retention, both G and EL policies by December meeting**
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