

**Provender Board Meeting Minutes**  
**Thursday, November 17, 2016**  
**4:00-6:00 PM**

**Board Members Present:**

Evelyn Hall  
Renee Kempka  
Stacy Kraker  
Ian Stoy (late)

**Newly Elected Board Member present:**

Troy Eustice

**Board Members Absent:**

Meg Kennedy  
Shawn Seebach  
Rachel Mitrani

**Staff Present:**

Susan Schechter

**Minutes compiled by** Susan Schechter

**Welcome and Agenda Review:** Reviewed meeting process. Removed role clarification between board and ED –meeting and lodging logistics. Share something positive in light of political climate.

**Consent Agenda**

Documents for approval at this meeting:

- August Meeting Minutes
- October Meeting Minutes
- EL-9 Membership Growth and Retention
- G-7 Board Member Code of Conduct
- G-13 Membership Growth
  
- *EL 3 Financial Planning and Budgeting will be submitted in Dec for approval*

**CONSENSUS: The board unanimously approved all items on the consent agenda.**

Reviewed Monitoring Report Survey and purpose.

**Review and Approve Board Budget**

- Board did not submit board budget by November 1 as agreed at October meeting.
- Board budget needs to be included in overall operational budget
- Suggestion to add additional value to consultation/training to account for some one-on-one training and/or increased facilitation fees
- Leave budget as presented and check in mid-year
- **Renee will check in with Rachel about potential training needs**

**CONSENSUS: The board unanimously approved the board budget as presented.**

**Role clarification between board and ED**

- Tabled until next meeting

### **Board responsibilities and follow through**

- Board work is starting to fray a bit
- Tactics to implement to help keep board on task
- Revitalize homework page on Google site, have homework as an agenda item at each meeting?
- **Renee will talk with Rachel to ensure a calendar review occurs periodically (to aid in agenda creating) and homework review occurs at end of each meeting**
- Value of homework page is to have all items in one shared space
- Find an easy way to set shared calendar reminders (Outlook, Google)
- **Ian will research shared calendar options and report back at December meeting**
- **Renee will write column for Winter issue of the Journal by Monday, November 21**

### **Homework and future to-do reminders**

- Scholarship committee
  - Meg and Rachel are meeting next week
  - Stacy will update current application and revise and update and share with them
  - Once completed, will discuss how to promote on web site and elsewhere
- Board treasurer's role
  - Rewrite
  - Add G-6.5 member dues review biannually to policy
  - Add to board manual
- Board calendar review
  - Made meeting schedule changes for 2017
  - Need to update and review
- Board officer succession documents
  - Due in December
  - Review job descriptions to add to board manual
  - Good practice to put date of revision on each document

### **Homework assignment to discuss: Clean up documents on Google site**

- Pronoun use in all documents
  - Meg was to create list of documents to review
  - Training manual has been updated
  - **As board members review monitoring reports, change pronoun language in report and policy**
  - Stacy updated Code of Conduct policy, changing 'members' to 'board members'
- **Survey**
  - Last survey was in 2013
  - Add to board calendar to create survey in 2017, conduct in 2018

### **Executive Session**

- Membership Bonus review
- FSLA rule—salary vs. hourly
- January ED eval—review compliance data, discuss past year performance

## Homework:

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- Renee will talk with Rachel to ensure a calendar review occurs periodically (to aid in agenda creating) and homework review occurs at end of each meeting
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