

Provender Board Meeting Minutes
Thursday, June 16, 2016
4:00-6:00 PM

Board Members Present:

Renee Kempka
Meg Kennedy
Evelyn Hall
Shawn Seebach
Ian Stoy

Board Members Absent:

Stacy Kraker
Rachel Mitrani

Staff Present: Susan Schechter

Minutes compiled by Susan Schechter

Welcome, Introductions, Logistics:

Everyone states their favorite color of the rainbow.

Member Comment:

- none

Agenda Review:

- Renee reviewed a slightly revised agenda.

1. Consent Agenda:

Today's consent agenda included:

- **Meeting Minutes**
 - **April in-person minutes**
 - **May meeting minutes**
- **Monitoring Reports**
 - G-5 Board Secretary's Role
 - EL-6 Asset Protection

Monitoring Report Survey

G-5 Board Secretary's Role

Comments:

- Seems like the policy needs to be updated
- Secretary document needs updating, possibly create a manual to include the tech side of managing the google site
- **Add G-5 Board Secretary's Role policy rewrite to calendar**
 - Further discussion about adding all officer documents to Board Manual
 - Useful to onboarding board officers
 - Create a Board Officer Manual or appendix to Board Manual
 - All officer policies will need to be updated/revised
- **Rachel will revise Board Secretary Role policy**

- **Renee will meet off-line with Rachel and Evelyn to discuss revisions and adding to Board Manual**

EL-6 Asset Protection

- Proof seems to be missing regarding protection of reputation, not talking badly about the organization, the board or its decisions to the public or members.
- Insert testing timeline for access to protected files and accounts.
- Susan is not sure what board is looking for in interpretations of this policy.
- How to prove protection of reputation. Not hearing negative feedback is not really proof—Meg will think on it more
 - Could rewrite policy to ask the question differently
- Concerns about access to password-protected sites, bank accounts.
- Include bank information in Asset Protection.
- Renee will examine accessibility off-line and inform Susan of any issues that arise.

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

2. ED Report

- Apologies for late posting of report.
- Posted Balance Sheet and P&L Budget vs. Actual as well
- Reviewed highlights and particular challenges
 - Organizer for intensive
 - MENF and UNFI tabletop were successful
 - Timely monthly tax liability submissions
 - Alcohol service at conference, conference pricing, conference treasurer
- Variances on Budget Vs. Actual
 - Dues income is down
 - Fees are off due to budgeting process and timing of insurance billing
 - Marketing expenses are down due to not printing a Save-the-Date postcard
- Committees could help with conference work
 - Conference committee work is suspended at this time of year due primarily to committee member capacity
 - Committee members prefer a finite commitment

3. Board Elections

Nominating Committee and Board Recruitment Check In

- Currently five candidates have submitted questionnaire
- Update on other prospective candidates
- Template e-mail is available for board encouragers to use with candidates
 - Send to board members
 - **Meg will create a sub-folder in Nominating Committee folder, make a link and/or attachment. Susan will help Meg.**
- Assign buddies after candidates are confirmed

- **Shawn will contact Stacy about interest in serving another term**
- Next meeting NomComm will have list of vetted candidates for board approval
- **Ian will serve as board liaison to NomComm next year**
- Examine NomComm process to make sure timelines are accurate

4. Membership Meeting at the Conference and other activities

- Be prepared to celebrate and promote 40th annual conference
- Generate interest among the public
 - Slide show on screen in Gorge Room instead of snack room
 - Move timeline to somewhere more visible
 - Bring up at General Membership Meeting
 - Balloons
 - 40 more years cheer
 - Ask attendees how many conferences they've attended
 - How to build excitement
 - Campaign on Facebook
 - Have conversation with more than just ourselves
 - Posting more photos, commenting, sharing more beforehand
 - Talk about before the conference and build excitement
 - Marketing plan around 40th
 - Make all board members administrators on Facebook
 - **Susan will contact committee chair and schedule another Marketing Committee meeting**
- Promotion of Silent Auction and scholarship program
 - Meg, Stacy and Rachel were tasked with revising
 - **Meg will contact Rachel and Stacy about scholarship revisions**
 - Simplifying application for this year might be doable
 - Likely not going to change for this year; July 1 for changes to application process
 - **Board will encourage scholarship applicants, be clear about process**
 - Who decides recipient
 - **Susan will share scholarship application review committee members**
 - Consider board-vetted applicants

Prior month's homework check-in

Other business

- Tabled until next meeting due to time constraints

5. Executive Session

NEXT MEETING:
Wednesday, July 13
Conference Call

HOMEWORK ASSIGNMENTS

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- **Renee will meet off-line with Rachel and Evelyn to discuss revisions and adding to Board Manual**
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- **Susan will contact committee chair and schedule another Marketing Committee meeting**
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- **Board will encourage scholarship applicants, be clear about process**
- **Susan will share scholarship application review committee members**