

Provender Board Meeting Minutes
Wednesday, July 13, 2016
4:00-6:00 PM

Board Members Present:

Renee Kempka
Meg Kennedy
Stacy Kraker
Rachel Mitrani
Shawn Seebach
Ian Stoy

Board Members Absent:

Evelyn Hall

Staff Present: Susan Schechter

Minutes compiled by Susan Schechter

Welcome, Introductions, Logistics:

Everyone states what their birthday wish would be if today was their birthday.

Agenda Review:

- Renee reviewed a slightly revised agenda.
 - Add board elections memo
 - Add clarification of when NomComm chair appointment
 - Add marketing Committee update.

Member Comment:

- Equal Exchange is 30 years old
- Oregon Tilth is bringing on two new staff next week

1. Consent Agenda:

Today's consent agenda included:

- **Meeting Minutes**
 - **June meeting minutes**
- **Monitoring Reports**
 - G-12 New Board Qualifications

Monitoring Report Survey

G-12 New Board Qualifications

Comments:

- Change gender pronouns
 - Changing pronouns is an easy fix and demonstrates commitment to honoring diversity
 - All organizational documents need to be reviewed for pronouns
- **Meg will create a list of all documents and materials that need to be reviewed for pronoun use by August meeting**
 - List can be divvied up for making pronoun changes
 - Policies can be changed as they come up for review and reporting

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

2. ED Report

- Posted report earlier than last month.
- Web site is being populated with workshops as they get confirmed
- Web site challenges with SSL certificate (web site has been up and down inconsistently)
- Conference challenges and successes are moving targets
 - can't find tour coordinator
 - discussion about not doing tours and having board meet earlier to prepare for General Membership Meeting
 - allow board members to attend Paul Stamets
- Variances on Budget Vs. Actual
 - Member dues: account for most of variance in income as well as overall
 - Fees: up due to set up of SIMPLE IRA, billing of insurance
 - Journal expense does not reflect cost of printing Summer *Journal*
 - Have received first applicant for Meet Your Maker

3. Board Elections

Nominating Committee presents the 2016 Board Candidates for approval

- Currently six candidates have been vetted by NomComm
- Discussion about candidates
- **All board members approve all candidates**
- Template e-mail is available for board encouragers to use with candidates
 - Sent to board members
 - Reviewed template and highlighted key points
 - Discussion about candidate communications
 - Saturday board meeting will be 10 AM to 11 AM
 - Discussion about board group photo
- **Board encouragers: Renee will connect with Troy and Karen; Rachel will connect with Elizabeth**
- **Susan will look up 2015 board calendar to find when the NomComm chair is appointed**
- Encourage Kelly to identify a successor for when and if he decides to no longer serve in this capacity

4. Marketing Committee Update

- Marketing committee met specifically to discuss how to generate conference excitement
- Great participation from committee members
 - Send out a postcard/PDF to members and encourage them to share with their vendors/constituents
 - Send in advance, post on Facebook, e-news blast, print and hand out
 - Repurpose UNFI postcard, use one side as an invite to the Wednesday Meet & Greet and Thursday cake-cutting; use the other side as information about the conference

- **Provide e-mail feedback on postcard content by Tuesday, July 19**

5. In-person Meeting

- Confirmed meeting days and times: Thursday and Friday, August 11 and 12
- Thursday hours 11 AM to 6 PM
- Friday hours are 9 AM to 5 PM; Meet & Greet during two-hour lunch
- Thursday dinner will be determined by group
- Maximize face-to-face time

6. Treasurer's Report

- Not presented
- Renee has questions she will send through e-mail

7. Policy rewrites

G-3 Agenda Planning Rewrite

- Mel had submitted a rewrite last year that addressed the issues brought up recently, not approved

CONSENSUS: The board unanimously approved the Agenda Planning rewrite.

- **Rachel will add G-3 rewrite to policy register**

G-5 Board Secretary Role

- **Rachel will e-mail questions to the board regarding Board Secretary Role policy rewrite**
- **Rachel will work on revising responsibilities document to include protocols for inclusion into Board Manual**
- Board officer responsibilities documents will be added to the Board Manual and board calendar
- Officers review documents in advance of October meeting so documents are contemporary, separate from Manual as a whole
- Set time at in-person meeting to work on officer documents

Prior month's homework check-in

- Tabled until in-person meeting due to time constraints

5. Executive Session

- Not held at this meeting

NEXT MEETING:

Thursday and Friday, August 11 and 12

In-person

HOMEWORK ASSIGNMENTS

- **Meg will create a list of all documents and materials that need to be reviewed for pronoun use by August meeting**
- **Board encouragers: Renee will connect with Troy and Karen; Rachel will connect with Elizabeth**
- **Susan will look up the 2015 board calendar to find when the NomComm chair is appointed**
- **Provide e-mail feedback on postcard content by Tuesday, July 19**
- **Rachel will add G-3 rewrite to policy register**
- **Rachel will e-mail questions to the board regarding Board Secretary Role policy rewrite**
- **Rachel will work on revising responsibilities document to include protocols for inclusion into Board Manual**