

Provender Board Meeting Minutes
Thursday and Friday, August 11 and 12, 2016
Stellaria Building
Eugene, Oregon

Thursday afternoon, 3:00 AM-6:00 PM

Board Members Present:

Evelyn Hall
Renee Kempka
Meg Kennedy
Stacy Kraker
Rachel Mitrani
Shawn Seebach

Board Members absent: Ian Stoy

Staff Present: Susan Schechter

Minutes compiled by Susan Schechter

Welcome and Agenda Review

Renee reviewed the agenda.

Member Comment and Minute to Win-It

Conference Planning and Finalization

- **Finalize General Membership Meeting and other board roles during the conference**
- Pick yer decade/costume planning
 - **70s–Shawn**
 - **80s–Stacy**
 - **90s–Rachel**
 - **00s–Renee**
 - **10s–Ian**
 - **Past–Meg**
 - **Future–Evelyn**
- General Membership Meeting messaging
 - 1. Meg–Founders celebration, 40 years**
 - 2. Ian–raffle announcement (from Meet & Greet)**
 - 3. Evelyn–money and finances**
 - 4. Shawn–board elections, meet us at Meet Your Maker, one vote per organization, introduce candidates**
 - 5. Stacy–silent auction, scholarship**
 - 6. Renee–strategic plan, diversity**
 - 7. Rachel–committees, member involvement, thank you, plus other folks who help**
- Additional GMM planning
 - Each board member picks a song representative of their decade

- 20-30 seconds per song
- Renee will assign Ian the task of splicing songs together
- **Send song ideas to Ian by September 1**
- GMM prep at 9:30 in the Gorge Room
- **Renee will get balloons from Hood River**
- Conference Communications–delegate FB, e-news flash, progress on flyer
 - Build hype about 40th
 - E-blast about application for scholarship
 - Multi-purpose: 40th, scholarship, register
 - Flyers: send to members; Facebook; circulate in Hood River with keynotes
 - **Facebook posts: Shawn and Meg; every week; self-sponsor our own posts**
 - E-blast with links
 - * conference
 - * 40th anniversary with cake and balloons
 - * Scholarship (submit applications)
 - * **Renee will write 40th and scholarship by August 16**

Conversation about new FLSA salary requirements

- Explanation of difference between salaried exempt and non-exempt employees
- New labor law requires salaried employee to be earning \$47,456/year
- Effective December 1
- Could convert ED to non-exempt (hourly)
- Extensive discussion about impact on resources and Susan’s workload

Friday, 9:00 AM-5:00 PM

Agenda Review

Renee reviewed the agenda, making a few adjustments due to departure schedules.

Consent agenda

- July meeting minutes
- G-6 Board Treasurer’s Role
 - Dues conversation needs to occur prior to budgeting
 - Question: is it the treasurer’s responsibility to adjust dues
 - Adjust EL policy so that ED will collaborate with board treasurer to discuss dues adjustment
 - Document process and evaluation process
 - **Susan was asked to include how much each member is paying for dues when submitting member lists**
 - **Board will revise G-6 Board Treasurer’s Role policy to indicate frequency of dues adjustment review—every two years**

- **Resubmit G-6 for approval in September**
- **Board will create a form or attachment to treasurer succession document for membership dues review**
 - * **Evelyn will create outline for information desired**
- **Evelyn will move G-6.5 into EL policy**

CONSENSUS: The board unanimously approved the July minutes.

Annual Planning 2017

Calendar review

- Discussed potential for meeting less frequently, perhaps alternate months
- Conference calls not as effective as in-person meetings
- Adjusted meeting schedule for 2017 as follows:
 - January-in person, Portland
 - March-conference call
 - April/May-in person, mid-Willamette valley
 - July-conference call
 - August-in person, Eugene
 - September-conference call
 - October- at conference
 - November-conference call
- Secretary will take minutes
- Hold third Thursday of each month for work sessions
- Conference calls will focus on in-person meeting prep
- All board members will have agenda item responsibility
- Look into upgrading GoToMeeting to accommodate video
- In-person meetings:
 - Two full days
 - Gather the night before for dinner
 - Be ready to begin meeting the next morning

Monitoring and Other Activities

- Governance and Board Management policies
 - Try submitting reports all at once at the spring in-person meeting
 - Assign in January, due March 15
 - Dedicate a few hours at the August meeting to discuss all reports and tie into annual planning
 - Will still need to do Monitoring Report Survey in advance of meeting
 - This process could streamline the Secretary's tasks surrounding reports
 - Assign policies to appropriate board members

Board Officers

- Preliminary discussion in preparation of October officer elections
- Renee agreed to serve one more year as president in an effort to mentor a replacement. She stated she has no capacity for remaining president.

- Renee will mentor Rachel as president for next year (October 2017)
- Evelyn will mentor Meg as treasurer
- Rachel will mentor Shawn as secretary

2017 Agenda add-on

- Each meeting will have 15 minutes to bring up hot topics

ED Report

- Reviewed benefits and shortcomings of reporting each month

Budget

September discussion and considerations

- Retreat
- Training in facilitation
- If a retreat is agreed upon, ask Todd to add facilitation training
- Several folks who attended last year's intensive could do training

Retreat

- Board is committed to another retreat
- Come prepared to set dates for January, April, and August meetings at the October meeting

Scholarship Changes Proposal

- Goal: roll over funds year after year, eventually offer more than one
- Increase transportation-no limit
- Sharing what folks are doing in their communities
- Offers financial support to encourage more good work
- Recipient can be nominated or can apply
- Needs a key position to oversee and champion (board member?)
- Auction has evolved so items are no longer just handmade
- Broaden key categories: food and social justice systems
- Support materials can be other than letters of reference
- Ask what they do, why do they want to come
- Ask for list of references (one or two)
- **Revise Board Committees policy to add Scholarship Review Committee**
- **Revise scholarship information (brochure)**
- **Revise signage at the conference**
- **Revise application**
- **Use Provender logo consistently**
- **Replace conference display with banner**
 - Suggest to recipient(s) they speak to the group, not required
- **Vertical display for scholarship**
- **Meg and Stacy will work on application**
 - **Susan will send Word doc of application to Meg and Stacy**
 - They will revise, return to Susan who will reformat, add logo, create PDF, reload on web site

- **Add scholarship to drop down menu on web site under conference**
- Scholarship will not include intensive
- Scholarship will include three nights of lodging

Board Encourager Document

- Send on/by September 20
- Remind candidates to bring calendar for scheduling next year's meetings

Treasurer Report

- Reviewed P&L Budget vs. Actual January through July
- Member dues account for majority of income variance
- **Susan will inform Journal contributors of archived Journals on Provender web site**

Review List Meg provides to divvy up pronoun use clean-up in documents

- Tabled until November meeting

Other topics

Board manual

- Need to add board officer succession documents
- Susan has edited for pronoun use
- **Board officer succession documents are due in December**

Homework check-in

- ongoing

Confirm next meeting:

Thursday, September 17

4:00 to 6:00 PM

Conference call

HOMEWORK

BOARD

General Membership Meeting

- 70s–Shawn
 - 80s–Stacy
 - 90s–Rachel
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OPERATIONS

Conference Announcement

- Meet & Greet: add language about 40th (Rachel)
- Group huggle at 6 PM Wednesday
- Update General Membership Meeting blurb (Stacy)

Meet & Greet

- Rachel will donate a basket
- Renee will help create raffle forms with information we want to use (name, business, e-mail, how did you hear about the M&G, etc.)