ANN Board Meeting Minutes

1/31/13

Attending: Dana Serrata, Andy Schuricht, BJ, Jill, Patti, Brenda, Mary, Lisa Marie, Phil

Absent: Cindy, Teresa, Lu, Renee

1. Executive Director, Phil Johncock called the meeting to order at 12:03pm. Dana Serrata offered to take notes.
2. Approval of Minutes – Patti made a motion to approve the minutes as written, second by Brenda. Minutes were approved.
3. New Business
   1. New board member Mary Brock was welcomed to the group. Mary briefly introduced herself.
   2. New Board Terms - Dana Serrata and Brenda Stout were welcomed back for three year terms.
   3. Election of Officers – The bylaws were reviewed in relation to the election of officers. Dana Serrata was nominated as Chair. Andy Schuricht was nominated as Vice Chair; Brenda Stout was nominated as Treasurer and Patti Meals as Secretary. A motion was made to accept the slate of officers as presented, the motion was seconded. The motion was approved to accept the officers for two year terms.
   4. Committee Chair election – Phil explained the different committees and their functions: Marketing & Membership, Programming, Finance, Advocacy and Development.
      1. The Development committee is a new committee and the board expressed concern to ensure that the committee seeks funders and sponsorships without being in conflict with our membership. Phil explained that this committee would look at corporate sponsors and identifying additional sponsors. Phil will develop a committee description and make available at next meeting. The chair position for this committee will be tabled until the next board meeting.
      2. Marketing & Membership Committee – Duties were reviewed that include review of membership list, scripts for contacting members, member benefits, marketing to new nonprofits and the roll out of the monthly membership option.
      3. Programming Committee – Mary Brock and Dana Serrata offered to co-chair this committee.
      4. Finance Committee – Brenda Stout will chair this committee and continue to work on internal controls and accounting procedures.
      5. Advocacy Committee – Andy and Lisa Marie will co-chair this committee.
      6. A motion was made by Andy and seconded by Patti to approve the chairs of the committees. Motion passed.
      7. Phil will contact board members who were not present on call to see if they are interested in committee positions.
   5. Roll out of 2013 ANN Committees – the months for the roll out of these committees to the general ANN membership were discussed. The following schedule was suggested: Advocacy – February; Programming – March; Marketing – April; Development – May. Phil will set up Google groups for each of the committees and will confer with committee chairs.
   6. Other New Business –Vacancy on Board – According to Bylaws Article 6 section 8, the absence of a board member can be considered a resignation from the board. A motion was made and seconded to remove Dana McDonald from the board due to absences and inability to reach her through phone or email. The motion was approved. Board members will consider nominees for board and send those suggestions to Phil.
4. Old Business
   1. Committee Reports
      1. Advocacy committee – Andy reported that the committee has not had a meeting since the last board meeting.
      2. Finance committee – Brenda reported that we are in the process of online banking setup for treasurer and executive director. Committee membership will be firmed up; 990 filing delayed due to IRS changes.
      3. Marketing & Membership Committee – Call list was reviewed. Discussion about when to remove members for non-renewal. Currently a reminder card and call are made to members up for renewal and then 2 follow up emails. Brenda suggested that 90 days past the renewal date the member should be removed. Phil will now include in last email that is sent a note that states member will be removed from roster.
      4. Programming – 2 webinars in February are scheduled and 2 in January were held. Desire to do 1 webinar in the middle and at end of each month. Committee will need to look at presenters for upcoming months.
   2. Task Force Reports
      1. Personnel committee met twice and reviewed and revised the job description of the executive director. Discussion among board as to whether Phil will continue beyond end of February. Phil indicated that was a strong possibility. Dana Serrata (Chair) and Phil will discuss prior to next board meeting. A motion was made by Andy that we table the executive director search until the end of February. If at that time Phil indicates that he cannot continue as executive director we will begin the search on March 1, 2013 with Phil extending contract 14-30 days to ensure continuity of new director. Jill seconded the motion and the motion was approved.
5. Schedule Next Board Meeting – meeting was scheduled for February 28, 2013 at noon via teleconference.
6. Meeting was adjourned at 1:02 p.m.