

Minutes for STMN Board of Directors Meeting 1/4/2021
WORK AND ORIENTATION MEETING
Conducted via Zoom 7-9 pm

Attendees

Bibi Dalrymple - President
Kimberly Ogden - VP
Leslie Hoekstra – Treasurer/Finance
Randy Bissell – Secretary/Communications
Michelle Alvarez – Membership Dir
Michele Connolly --2020 Class Rep
Chad Huckabee – AT Dir
Cindy Frank – Volunteer Dir
Philip Woods – IT Dir

Quorum established.

Called to order: 7:04 pm.

Introduction

President – **Bibi**

- Has provided a book for everyone on small boards.
- Wants to promote us helping each other serve.
- Sees that the function of the Board is
 - Mission
 - Policy
 - Financial Oversight
- Desires an enduring structure as legacy
- Wants strategic planning for the year
- Desires to be a good listener
- Shared the relationship between governing documents
 - Chapter Bylaws
 - CMOP
 - COH
 - Chapter Operations Decisions
 - Rules
 - Roles

- Outline of PPP
- State level documents oversee Chapter aims.
- CMOP will be open for changes in late Spring.

Orientation

Each board member: introduce yourself and talk about how you see your role.
Consider: responsibilities listed in the COH – are these clear? need adjusting?, overlap with other board members, need for committees or subcommittees to help you get your work done, do you have questions about another board position? This is the time to figure out what our jobs are and how we can work together as a team to help each other.

Randy – Secretary/Outreach

- Manage positive face of Chapter via communications.
- Document meetings with minutes.
- Fully utilize web resources.
- Support other positions.

Leslie – Treasurer

- Maintain 501c3 guidelines.
- Wants to consider budget.
- Will work towards Financial Review
- Desires a Finance Committee

Kimberly Ogden – Vice President

- Working on speakers.
- Sees improving mentor relations.
- Envisions an automaticity for role.
- Planning first meeting for January.

Michelle Alvarez – Membership Director

- Sees clear role
 - Recruitment
 - Engagement
 - Retention
- Membership/VMS
- Addressed need for mentoring.

Note: a number of our board are getting VMS trained to manage and utilize the database for recording membership status and communication.

Michele Connolly – 2020 Class Representative

- Modeling Leslie's role in training 2021 Class.
- Excited about transition from COVID to non-COVID
- Wants to work with mentoring program.

Chad Huckabee – AT Director

- Reinforced prior comments on need for mentoring.
- Sees the chapter with critical mass to expand and do things.
- Wants to get more of the history done.
- Strong AT program.

Note: there was a suggestion made regarding some archiving of the history and the desire for audio/video record of members and their contributions. Different vehicles will be looked into, including StoryCorps.

Philip Woods – IT Director

- Happy with training program this year.
- Next year will use the best virtual technology, too.
- Looking at adding venues.
- Strong team with 5-6 trainers.
- Last year on IT Team

Cindy Frank – Volunteer Service Director

- Will continue as VMS person.
- Looking towards new volunteer projects.
- Chapter projects have mixed success.
- Need to better utilize calendar.

Work

Logistics of collecting dues at a distance.

- Randy, Leslie, Cindy, and Michelle are working through a mail-in and web credit card dues collection system.

Membership retention.

- Discussed above.

Housekeeping

Set agenda for January 19 chapter meeting – **Bibi**

- Will work with Kimberly on Agenda and Theme
- Presenter possibilities include Kevin Gibbs/Paul Silva

Board of Directors meetings – verify next meeting dates – **Bibi**

- **Next meeting – retreats: Wed. 1/6, Monday 1/11, and Thursday 1/15.**
- **Next BoD working meeting: late Feb, early March.**

Adjourn: 8:55.

Administration/BoD meeting 2 hours.