**February “Temporary” Board Meeting**

Wednesday, February 27, 2019

West Des Moines Public Library Community Room

Facilitator: Craig Hinson, President

**In Attendance:**

~~Alex Marckmann~~, Angela Lovan, Brent Humphries, Brian Naaden, Brian Sardou, ~~Candice Banghart, Charity Dunwoody, Craig Hinson, Janet Tan~~, Jeff Tuttle, ~~Joel Wolcott, John Durman, Jon Hopkins, Katie Dietz, Lejla Vehabovic, Linda Cronk, Lori Chambers~~, Lynn Reed, ~~Madhavi Gunturu, Margaret Spikes, Mark Havlicek, Robert Olinger, Ryan Vanyo, Sarah Otte, Stephen Rodriquez~~, Shelly Lawrence

Craig called the meeting to order at 6pm

Previous Meeting Minutes were approved.

Financial Report – no official budget yet; doing what we need to do to keep chapter moving in the meantime.

Charter – **Professional Development Day 2019** – theme is “Find Your Impact”. Target date is to have speakers identified by end of April. Tracks are Agile, a BA Track and a 3rd track. Lynn asked if they have thought about adding a hands on workshop as part of the PDD. It would be an accelerated session. Brian Sardou took the feedback. Learning in a different way. It was questioned if we felt the format was getting old. The survey responses (though small) were positive. Maybe we need to look at changing things up. Were there any incentives to fill out the survey (not in the past). Shelly moved that we approve the charter as written. Brent seconded. Approved.

Charter – **Programs** – Brian updated the charter and send the new version to Craig. Angela mentioned the cost to attend the meeting; she and Stephen talked about raising the cost of meetings – from 20/30 to 25/35. Feel that would help with revenues. Brian will update the charter with the potential changes to the price as well as add back in the two sections that were removed. Shelly moved that we approve the charter with the caveat of the two items above; Lynn seconded the motion.

Budget Updates (Plan) – the following are the changes that need made to the 2019 Budget. Shelly, Craig and Katie will meet to get this all worked out.

* Change PDD Income from $120,000 to $140,000
* Add $4,000 to Chapter Meeting Speakers – may need to find somewhere to get this money from (what are our opportunities here)?
* Add a Membership line for $1,000 from Member Appreciation - Summer Event
* Remove $4000 remaining from Member Appreciation – Summer Event
* Reduce Collaborate to Succeed to $100
* Add a Volunteers Line for $400
* Increase PDD Expenses to $100,000
* What about Mentoring Program Expenses – $600 in budget
* Recommendation to not do a scholarship in 2019 – remove $2,750 expense from Budget; then will have a Charter (Jeff and Brent) to do something with local colleges.
* Adding $2800 to the Venues line
* Add $500 for email costs (website cost)
* Take whatever it takes to balance budget out of the LIM Line

Charter – **Website** – Stephen made the changes identified in the 2/13 meeting; Shelly made a motion to approve the charter; Brent seconded; all voted aye and it passed.

Charter – **Marketing & Communications** – Brent presented his charter as it will support all other groups. Shelly asked about SLAs for providing Marketing info – this is something Brent will be working on. Bryan Naaden asked about a Brochure for Membership. Bryan, Brent and Lynn will talk about the Welcome Packet. Shelly made a motion to approve the charter as written; Lynn seconded the motion. Motion passed.

Charter – **President Elect** – Shelly presented the charter. Brent moved to accept as written; Brian S seconded the motion; Motion passes

Charter – **Logistics** – Angela presented the Logistics charter; she will update section 19.B to reflect that we are looking into raising the meeting cost. Budget is $20 per person on the meal; that is even more ammunition to raise the cost of the chapter meetings. Should something be added to the finance job description to review cost/income of monthly meetings on a yearly basis. Lynn made a motion to approve with wording change; Shelly seconded; Motion passed.

Charter – **Book Club** – Shelly moved to approve as written; second Brent; motion passed. No budget impact.

Charter – **Mentorship Program** – Shelly moved to approve with update to the last section to reflect a budget of $600. Brian Sardou seconded the motion. Motion passed.

Charter – **Registration** – align 19.B to Logistics charter information. Shelly made a motion with a caveat of the wording change as well the $25 coming out of Stephen’s discretionary budget; Brent seconded the motion.

Charter - **Membership** – Lynn update her charter; adding in the items asked for during the 2/13 meeting. Shelly moved to approve the updated charter; Brent seconded. Motion passed.

Charter - **Volunteerism** – Charter was approved at 2/13 meeting caveated with updates to the dollars. Lynn made the updates.

Additional Topics

* Assume the best in all people – emails do not reflect always what people are thinking/feeling.
* Now that we have approved charters; we now need to build the project plans off those charters. Need to get those put together.
* Next Board Meeting is March 14th at 5:30/6:00pm at Mamma Lacona’s.
  + Brent will not be there
  + Brian S will not be there
  + Shelly, Katie, Stephen, Craig should be there

Meeting adjourned at 7:58pm

Meeting Minutes by Shelly Lawrence, President Elect