



NAIGC Full Board Meeting

Minutes

Committee/Task Force:	Full
Meeting Day, Date; Start Time - End Time; & Location:	August 17th, 2020 8:00-10:00PM EST
Meeting Facilitator:	Julie Rolla
Meeting Attendees:	<p>Gov: Mason Marek, Sydney Diekmann, Julie Rolla, Andrew Hutcheson, Billy Suta, Alice Snyder, Olivia Ragoowansi, Sean Chilleli, Krista Bartolomucci, Hannah DeRoche, Tony Petelo, Sarah Shanahan, Tami Chalom</p> <p>OLT: Alex Gelz, Heather Frederick, Eliza Dermott</p>
Meeting Subject & Agenda:	<ul style="list-style-type: none"> ● 0. Consent Agenda (5 mins) <ul style="list-style-type: none"> ○ Approve July Meeting Minutes ● 1. Tinypulse ● 2. Review President Intake and Office Hours Form ● 2. ED Update ● 4. Committee Status Updates ● 5. Taskforce Updates <ul style="list-style-type: none"> ○ BIOPIC ○ Conflict Resolution ● 6. End of Year Survey ● 7. Professional Development
Summary of Topics Discussed & Key Decisions: <i>(Include highlights and time spent on each topic, actions and rationale, and info or documents considered.)</i>	<ol style="list-style-type: none"> 1. Tiny Pulse <ol style="list-style-type: none"> a. Reviewed Tinypulse software <ol style="list-style-type: none"> i. Improve NAIGC workplace communication, volunteer value ii. Facilitation for open communication <ol style="list-style-type: none"> 1. Give a suggestion for resolution iii. Culture Driver <ol style="list-style-type: none"> 1. Track progress with additional surveys <ol style="list-style-type: none"> a. could be additional avenues to improve b. Timeline: August 10th through Sept 9th. <ol style="list-style-type: none"> i. Additional surveys to come <ol style="list-style-type: none"> 1. Can surveys be targeted to different teams/committees? <ol style="list-style-type: none"> a. Unsure at the moment, will review at the meeting with tinypulse representative Wednesday August 19th. 2. Summary Reports on Aug 25th and Sept 1st c. Setup <ol style="list-style-type: none"> i. Governance and Operations

1. Filters

d. Current standpoint

- i. Scored from 1-5 with 1 being “not at all appealing” and 5 being “extremely appealing”. This was completed by all 12 board members, the Executive Director, and the Operations Leadership Team.
 - 1. This organization is an appealing place to work for potential candidates
 - a. slightly below industry standard
 - i. our score: 3.7
 - ii. benchmark: 4.1
 - 2. I am likely to stay with this organization for the next year.
 - a. slightly above industry industry standard
 - i. our score: 4.4
 - ii. benchmark: 4.3
 - 3. Cross-functional collaboration is a strength at this organization.
 - a. below industry industry standard
 - i. our score: 3.5
 - ii. benchmark: 3.9
 - 4. When I do a good job, it is recognized by others.
 - a. slightly below industry standard
 - i. our score: 3.8
 - ii. benchmark: 3.9
 - 5. This organization has a culture in which employees appreciate the differences that people bring to the workplace.
 - a. Well below industry standard
 - i. our score: 3.3
 - ii. benchmark: 4.1

e. Cost

- i. Discussed various cost of software for different numbers of volunteers. Costs were given for 20, 50, and 100 total volunteers.
 - 1. Paying attention to what we like to see what we can take away from this in the event that we choose to not utilize following the trial
 - 2. Cost is the highest concern, especially in the higher tiers.
 - a. These benchmarks are hard to replicate within other softwares.
 - i. Tech will look into the G Suite capabilities or creating an independent tech software.
 - 3. Will begin looking into additional platforms.

2. Review President Intake and Office Hours Form

- a. Based on the policy update, it sounds like some changes are being made to the board structure and Nom Com policies that were voted on last year. Was an expert on these items part of the

discussion to give context to the prior decisions made?

- i. A: We have been actively engaging with the former Policy committee during this entire process. Members of the 2019-2020 Committee attended meetings and a Q&A session, minutes for that meeting can be found here.. Members that populated both the previous years committee as well as this year's committee voiced some concerns. All Operations Specialists can reach out to the Policy Chair.
- b. What is your plan for ensuring that each new board member will have an unbiased mentor?
 - i. A: Discussed within the Officer and Chair meeting. Mentorship options currently discussed include: internal mentorship and external professional mentors. The Development committee is looking into the best avenue to develop a strategy that allows for motivated and unbiased mentors through researching other non-profits. Some discussion around creating a subcommittee to flesh this out have occurred. Currently we are recommending semi-experience mentors to seek external professional mentorship to grow in areas they deem appropriate and all new members to find an internal governance mentor. Having a one-sized fits all option will be unlikely this year. Currently we have a few higher priority action items, so we have not started a mentorship program however we are working towards developing a strong Governance Mentorship program
 - 1. Multiple discussed mentors as an option
 - 2. Bias: Not traditionally a concern with mentors, in terms of professional development likely linked in more with conflict resolution.
 - a. Internal biases do exist however.
- c. Hello, there has been a lot of discussion around "changing" and "shifting" board culture. It could be valuable to consider using words like "improve" more so. A number of volunteers did well and felt they fit in well with the culture that has existed up to this point, so change could be concerning to them, however, no one would reasonably object to seeking to improve culture.
 - i. Strongly agree with this statement regarding word choice/terminology. While some felt the culture was good, but also acknowledged that the culture might not have worked for everybody. Agreed to change the wording to focus on "improving" culture rather than "changing" to avoid an "us versus them" mindset.
 - ii. Concerns regarding utilizing the survey as the main benchmark due to lack of response from a skewed sample,
 - 1. Some chose to not fill out the survey due to very strong emotions/apathy.

3. [ED Update](#)

- a. Will have pre-read reports for each meeting
- b. T&T Rules Published
- c. Finalized Healthcare Practitioner applications

- d. Half of membership gifts have been sent
 - e. Membership
 - i. Scholarship checks out
 - f. Tech
 - i. Department Head stepping down and taking time away from NAIGC.
 - ii. ED will fill in as acting head on managerial side while utilizing current members of tech to create deliverables while searching for a new DH.
 - 1. Looking into training current members for this role.
 - iii. All Google Drives and calendars have been completed
 - iv. Website improvements
 - 1. Backloaded policies should be uploaded by end of September
 - g. Scheduling
 - i. Some overlapping meetings
 - 1. Additional Zoom Possibility
 - 2. All recurring meetings moving forward please avoid meetings that are currently scheduled
 - h. Outstanding Ops Roles
 - i. No critical positions
 - ii. All remaining roles fall into one of the following
 - 1. Events: WAG and Nationals Team
 - 2. Marketing: PR Team
 - 3. Membership: Comms Team
 - 4. Tech: Department Head
4. Bank Of America Letter of Intent
- a. Same letter as last month. Due to COVID, the bank for our general fund has changed policies and needs a letter of intent designated for them as treasurer cannot go into a bank in person.
 - i. Voted and approved
5. [Committee Status Updates](#)
- a. Finance
 - i. Organizational structure established: 3 subcommittee, each with its own goal. All On track. No comments from the comment box to report.
 - 1. Accounting
 - a. Establish a standardized budget development process for governance and operations
 - 2. Budget
 - a. Determine financial reporting metrics and create a standardized monthly financial reporting template
 - 3. Strategy
 - a. Forecast COVID-related impact on membership dues and provide recommendation
 - b. Policy
 - i. Review 25% of policies
 - 1. Off track due to focus on Election Policy and Nom-Com. Will be looking at smaller policies to pass this weekend.
 - ii. Approve Nomination Committee

- 1. Starting to solidify the structure
- 2. Looking to survey/poll membership
- iii. Make Policies available online
- c. Development
 - i. Tinypulse
 - 1. Discussed earlier in tonight's meeting
 - ii. ED Evaluation Metrics
 - 1. Quantify ED role and establish metrics as it is the first year
 - a. Current thought is to review ED quarterly.
 - 2. Goal is to have this done by end of September
 - iii. Creation of Administrative position for governance to reduce operational/tech tasks of Secretary
- d. Officers
 - i. Treasurer: On track
 - 1. same as committee goal.
 - ii. Secretary On track
 - 1. Improve Transparency between Governance and OLT
 - iii. President: On track
 - 1. transition office hours over to Instagram

6. Taskforce Updates

a. BIPOC

- i. Tabled discussion of scholarship until the end of the month while the advisory council does more research
- ii. Creating an educational framework for diversity within the NIAGC.
- iii. No real advertising for NAIGC within Wendy-Hilliard foundation
 - 1. Gymnastics organization to help POC youth get involved into gymnastics

b. [Conflict Resolution](#)

- i. Focus on the difference between organizational and personal conflicts
 - 1. Address personal conflicts first
 - a. First round went well, feedback was solicited from both parties following the update. Inward-outward and non-violent communication methods were used.
 - 2. Shifting gears to the organizational component
 - a. Looking for 2 people with an understanding of the concerns that new board members have in terms of an organizational standpoint (i.e. lack of trust and support)
 - i. Will address each side's qualms and develop solutions for both sides.
 - ii. Meetings start in early sept.
 - 1. 1 meeting per week and 1 hour max
 - a. Needs approx 1-2 meetings
 - b. solution approx 1

	meetings
	<p>7. End of Year Survey</p> <ul style="list-style-type: none"> a. Reviewed results <ul style="list-style-type: none"> i. Low response rate <ul style="list-style-type: none"> 1. Likely due to late communication to membership <ul style="list-style-type: none"> a. 7.4% 2. Could also be that some clubs only fill out one to represent the entire club not as an individual. <ul style="list-style-type: none"> a. Can communicate this better. <ul style="list-style-type: none"> i. Could split the survey into two surveys to reduce length. Shift some questions to team responses and others to individual responses. spares anonymity and reduces survey fatigue. 3. Survey fatigue <ul style="list-style-type: none"> a. start out minimally, board has a history of adding on additional questions. <ul style="list-style-type: none"> i. Should send out more small frequent surveys <p>8. Professional Development</p> <ul style="list-style-type: none"> a. Udemy Course Reminder b. Close every meeting with a Professional development review (10-15 mins) <ul style="list-style-type: none"> i. Will have short pre-reads prior to meeting c. ADAPPT for decision making <ul style="list-style-type: none"> i. Authority, Diligence, Accountability, Policy, Prudence, Transparency <ul style="list-style-type: none"> 1. Standardized decision making processes 2. Currently we are above the suggested “benchmark” for transparency for organizations. d. Look into our board insurance and assessing our coverage
Votes Taken:	<p>Voting Record</p> <ul style="list-style-type: none"> 1. Consent Agenda <ul style="list-style-type: none"> a. July Minutes: Approved 2. Letter of Intent - BOA : Approved
New and Remaining Action Items:	<ul style="list-style-type: none"> 1. N/A

Respectfully Submitted,

Mason Marek,*
Name

NAIGC Secretary,

Title

August 17th, 2020.

Date

**Entering your name serves as an electronic signature, valid as if you signed this document in person.*

Meeting Minutes Guidelines

(Attorney-client privileged; do not distribute)

Please read and follow these guidelines based on advice from the NAIGC General Council. Please use the Meeting Minutes template above, and store completed meeting minutes in the appropriate shared location online, with a document name of the format: “(Committee Name) Meeting Minutes M-D-YYYY”. Contact the NAIGC Secretary with any questions.

- Along with attendance, make a note of whether a quorum is present (if applicable), and any departures and re-entries of attendees (if applicable).
- The meeting subject and agenda can be copied from what was distributed before the meeting.
- Minutes should be a summary, not a transcript or narrative. Minutes should reflect collective action rather than individual action, and should not personalize the decision-making process. Minutes should reflect the topics of discussion and any major points relating to what was accomplished during the meeting. Details should be minimal.
- Keep the contents of Minutes objective. Do not include opinions, judgments, criticisms, or accolades.
- For each topic of discussion, include:
 - Major highlights of the discussion;
 - Time spent on topic.
- For any action taken, include:
 - Short description of the rationale for the action;
 - Information or documents considered in taking the action.
- For any votes taken, include:
 - Pass or fail;
 - Number of people for and against, as well as who voted for and against (which will show needed majority for pass/fail, or if it was unanimous);
 - Any abstentions, recusals, or absentee members (all committee members should be accounted for;
 - There is no need to include record of who moved-for or seconded an action.
- Specify new and remaining action items moving forward, and add them to the Committee Status spreadsheet as well.
- Minutes always have the potential to be disclosed to the public, so never include any confidential or privileged information.
- Legal discussions should be recorded by topic only. Never include substance of legal advice or details of legal questions in minutes, as you risk breaking the attorney-client privilege.
- This Guidelines page should be deleted from the final version of the Minutes.
- Minutes should be completed as soon as possible following the end of the meeting, and distributed to the meeting attendees for approval. If any feedback is given, then make the needed changes. When approved, sign and date the bottom to finalize. Draft minutes or notes should be discarded once the official Minutes are finalized.

[Note: We currently do not have notice requirements in our bylaws. If this changes, the meeting minutes should include notice requirements and whether those requirements were met.]