



NAIGC Full Board Meeting

Minutes

Committee/Task Force:	Full
Meeting Day, Date; Start Time - End Time; & Location:	September 13th, 2020 4:30-6:30PM EST
Meeting Facilitator:	Julie Rolla
Meeting Attendees:	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
Meeting Subject & Agenda:	<ul style="list-style-type: none"> ● 0. Consent Agenda (5 mins) <ul style="list-style-type: none"> ○ Approve August meeting minutes ● 1. Rules Spokesperson + Ambassador Vote: 5 minutes ● 2. Comments on intake form responses & Office hours: 10-15 minutes (Julie) ● 3. Misc Updates: 15 min (Julie) <ul style="list-style-type: none"> ○ Draft of agenda topics ● 4. ED Updates: 15 min (Tami) <ul style="list-style-type: none"> ○ September Operations Report ● 5. Committee status/updates: 20 min (Chairs + Officers) <ul style="list-style-type: none"> ○ Updates from chairs and officers from the committee status spreadsheet ● 6. Taskforce updates: 10 min (Allie and Sydney) ● 7. TinyPulse + Eval Software: 15-20 minutes (Julie, Sydney and Sarah) ● 8. Professional Development: 15 min (Sean) <ul style="list-style-type: none"> ○ The book The Happy Healthy Nonprofit: Strategies for Impact without Burnout ○ pre-read
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. Rules Spokesperson + Ambassador Position <ol style="list-style-type: none"> a. Positions <ol style="list-style-type: none"> i. Gymnastics Community Ambassador, Candidate: Tim Michaels ii. T&T Rules Coordinator, Candidate: Amanda Reynolds and Dian Ramirez (co-coordinators) iii. Men's Rules Coordinator, Candidate: Nate and Julia Sharpe (co-coordinators) iv. Women's Rules Coordinator, Candidate: Amanda Reynolds 2. Comments on President intake form responses & Office hours: 10-15 minutes (Julie) <ol style="list-style-type: none"> a. No new submissions b. Office hours

- i. Great engagement on instagram live (averaging 400 live viewers and 800 after one day)
 - 1. Most questions are ops related
 - 2. Some questions regarding how to volunteer
 - ii. Question regarding metrics regarding event hosting in the 2020-2021 year.
 - 1. Consulting with Event Sanctioning
 - iii. Next one will be governance focused.
 - iv. Prepare to answer questions regarding NCAA Gymnastics Cuts
 - 1. Working with Gymnastics Ambassador.
3. Misc Updates: 15 min (Julie)
- a. "In-Person" meeting
 - i. [Draft of agenda topics](#)
 - ii. Schedule
 - 1. Send notice to department heads once solidify
 - a. Would be for the saturday sessions (1-2 items)
 - i. Poll on times through the weekend and schedule when works best for them.
 - ii. Have them attend right before the dinner
 - iii. [TinyPulse Survey](#)
 - 1. Review stress and burnout
 - a. Meeting frequency is currently leading to the most burnout
 - i. Oftentimes volunteers take on many projects and become overwhelmed.
 - ii. Hesitation with asking for help is a common theme.
 - iii. Operations/Governance roles
 - 1. ED communication with transition
 - a. OLT and Officers
 - iv. Questions to address in breakout meetings/slack
 - 1. There are a few challenges to the structure we should address.
 - 2. What should the ED's governance expectations/role be?
 - 3. How can the ED be/feel more included on the board?
 - b. Overall Happiness improved by 0.7 points in 3 weeks (6.9-7.6)
 - 2. Board Expectations
 - a. 5 hours of governance work a week
 - i. If you have a light week, reach out and be proactive.
 - 1. Ask committee chairs for projects

- 2. Ask the general slack
- ii. DO NOT spend more than 10 hours a week on governance related tasks.
 - 1. If overloaded, reach out for others to assist or work collectively with your team to push back the deadline.
 - a. Most projects can be pushed back in our organization.
 - b. Set realistic timelines and expectations for developing goals

- b. Preparedness for each meeting
 - i. Read all documents prior to meeting
 - 1. come prepared with questions.

c.

4. ED Updates: 15 min (Tami)

a. [Septmeber Operations Report](#)

- i. Message Tami if you have questions

b. All Hands Meeting

- i. General overview of NAIGC to all board members
 - 1. Officers want to have more substantial information than committee updates to reduce that meeting fatigue.
 - a. Provide a committee introduction and share goals and progress rather than a strict update.
 - i. Inform the board what each committee does and share reasoning regarding some of our goals
 - 1. Develop a proposed agenda over the next month and bring to the October Meeting.

- ii. Provide a mini-meeting to show the structure

- iii. Social Activity integrated

- iv. Timeline
 - 1. End of Q2 possibly
 - 2. last approx 2 hours

5. Committee status/updates: 20 min (Chairs + Officers)

a. [Committee status spreadsheet](#)

- i. Finance
 - 1. On Track
 - a. Deferred Forecast COVID-related impact on membership dues and provide recommendation to Q3
 - i.

- 2. Developed Projects tab

- ii. Policy

1. No policies to approve at this meeting
 2. Constructed a [Survey](#) to send to the membership regarding the Nominating Committee
 - a. Is there a baseline minimal response rate we are looking for or how we will implement these if the response rate is low?
 - i. inclusion of demographic questions to try and reduce this.
 - ii. If response is low it falls onto us to make the best decision as the elected officials for the organization.
 - iii. Development
 1. Working alongside Policy
 2. Tinypulse Trial
 - a. Expired
 - b. Leaning towards CultureAmp as replacement
 - i. Met with representative
 - ii. Will help produce actionable results rather than just survey data
 - iii. No free Trial option
 - iv. Officers
 1. President
 - a. On Track/Completed
 2. Secretary
 - a. On Track/Completed
 3. Treasurer
 - a. On Track/Completed
6. Taskforce updates: 10 min (Tami, Allie and Sydney)
- a. COVID-19 Taskforce
 - i. Re-establish for the 2020-2021 year
 - ii. Searching for a chair
 1. 2 parties outside of the Organization
 2. Potentially reach out to former taskforce members regarding interest in leading
 - iii. BIPOC
 1. Multiple small meetings for the advisory council
 - a. No word on scholarship development or communication with historically black colleges.
 2. The task force needs additional help to deliver on their goals.
 - a. Issue with assigning concrete tasks.
 3. <https://www.wendyhilliard.org/>
 - a. Possible organization to reach out with and work alongside
 - i. Waiting to move with ideas until we have tangible ideas (details still being ironed out)
- b. Conflict Resolution
- i. No major updates this last month
 - ii. Scheduling out organizational conflict meeting
 1. Participants selected

7. TinyPulse + Eval Software:15-20 minutes
 - a. Saving all of the data from our trial
 - b. Culture AMP as alternative
 - i. Cheper alternative
 1. \$2925 (100 ppl plus growth)
 - a. Tinypulse \$4,100 for 50
 - b. Is this the best year to be integrating something of this caliber?
 - i. Not having In-person could justify this expense as it is less than that would be.
 - ii. Demo (recorded via Zoom)
 1. Provides actionable feedback (anonymous options)
 - a. Tagged Questions
 - b. Well-being survey
 - c. Remote Onboarding Survey
 - d. 180 and 360 evaluations
 - e. Most number of benchmarks of all researched companies.
 2. Admin Hierarchy
 - a. Permissions vary
 - b. Can assign demographics
 3. Slack Integration
 4. Impact analysis > action analysis > suggestion > feedback
 - a. Impact analysis
 - i. Categorized responses and aids in the solution to answered questions
 - ii. Main selling point
 1. largest database for comparing results
 - a. "people scientists"
 - i. Look into industries and comps.
 - b. Action Analysis
 - i. Takes a problem and walks the individual through possible solutions for the problem at hand.
 5. Engagement survey
 - a. Most popular tool
 - b. 57 questions
 - i. recommended to do every 6 months
 6. Employee Experience and Effectiveness surveys
 - a. Effectiveness allows for peer evaluations and managerial evaluation.
 - i. Results can be worked out with HR or the manager.
 - ii. Change in how we do our surveys and develop a positive relationship with the end of year survey.
 7. Stats and heat map all provided, no statistical analysis is needed.

	<ul style="list-style-type: none"> a. Shows where potential problems lie/ where intervention may be needed. <p>8. Professional Development: 15 min (Sean)</p> <ul style="list-style-type: none"> a. Culture Framework <ul style="list-style-type: none"> i. Heigherarchy <ul style="list-style-type: none"> 1. 5 stages <ul style="list-style-type: none"> a. Function <ul style="list-style-type: none"> i. Basic level b. Feelings <ul style="list-style-type: none"> i. Possibly where the NAIGC has struggled ii. Main driver of HR/Conflict resolution TF c. Friendship <ul style="list-style-type: none"> i. important during “In-Person” to encourage connectedness ii. took a hit this year because we cancelled nationals and were not able to have a real In-Person. d. Forward <ul style="list-style-type: none"> i. growth opportunities for moving up in the org (Chairs, team leads, etc) available to everyone. e. Fulfillment <ul style="list-style-type: none"> i. Do people feel like they are fulfilling the org mission? ii. took a hit this year because we canceled nationals
Votes Taken:	<p>Voting Record</p> <ul style="list-style-type: none"> 1. Consent Agenda <ul style="list-style-type: none"> a. August Meeting Agenda <ul style="list-style-type: none"> i. Approved 2. Gymnastics Ambassador <ul style="list-style-type: none"> a. Approved 3. Rules Coordinators <ul style="list-style-type: none"> a. T&T <ul style="list-style-type: none"> i. Approved b. MAG <ul style="list-style-type: none"> i. Approved c. WAG <ul style="list-style-type: none"> i. 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.]