



# NAIGC Full Board Meeting

## Minutes

<b>Committee /Task Force:</b>	Full
<b>Meeting Day, Date; Start Time - End Time; &amp; Location:</b>	Friday 9/25/2020 7pm-9pm EST, Zoom Saturday 9/26/2020 11am EST-8pm EST, Zoom Sunday 9/27/2020 10:30am EST-4pm EST, Zoom
<b>Meeting Facilitator:</b>	Julie Rolla
<b>Meeting Attendees:</b>	<p><b>Gov:</b> 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><b>OLT (1:00pm-4:00pm 9/26/20):</b> Tami Chalom, Heather Frederick, Alex Gelz, Eliza Dermott</p> <p><b>Advisors (9/26/20):</b> Missy Preston, Tim Michaels</p>
<b>Meeting Subject &amp; Agenda:</b>	<ul style="list-style-type: none"> <li>● Day 1 <ul style="list-style-type: none"> <li>○ 1. Kickoff</li> <li>○ 2. Personality Exercise</li> <li>○ 3. Onboarding</li> </ul> </li> <li>● Day 2 <ul style="list-style-type: none"> <li>○ 4. NAIGC Mission</li> <li>○ 5. NTS Presentation</li> <li>○ 6. Conflict Resolution</li> <li>○ 7. Organizational Culture</li> <li>○ 8. Breakout Session 1</li> <li>○ 9. Fiduciary Responsibilities</li> <li>○ 10. Breakout Session 2</li> </ul> </li> <li>● Day 3 <ul style="list-style-type: none"> <li>○ 11. Personal Development</li> <li>○ 12. Strategic Planning <ul style="list-style-type: none"> <li>■ Vision 2020</li> </ul> </li> <li>○ 13. Membership Policies</li> <li>○ 14. ED Evaluation Metrics <ul style="list-style-type: none"> <li>■ Expectations</li> <li>■ Timeline</li> </ul> </li> <li>○ 15. Volunteer Survey</li> <li>○ 16. Wrap Up <ul style="list-style-type: none"> <li>■ Review Items from the foam <a href="#">pit</a></li> </ul> </li> </ul> </li> </ul>

**Summary of Topics Discussed & Key Decisions:**

*(Include highlights and time spent on each topic, actions and rationale, and info or documents considered.)*

1. Meeting Kickoff
  - a. Review Schedule
  - b. Introduction to the pit
    - i. All additional topics will be added here over the weekend.
  - c. Group Contract
    - i. Behaviors we agree to be productive
      1. Spirit Fingers
      2. Put side discussion topics in the pit
      3. Assume people have good intentions
      4. Stay on Schedule (and topic!)
      5. "Disagree and Commit"
      6. Permission to redirect and refocus
      7. Add "clapping emoji" when things start to get off track.
    - ii. Behaviors we agree to avoid
      1. Talking over one another
      2. Assuming all members have the same knowledge on one topic
      3. Bringing up personal issues with another member/ interpersonal conflicts
      4. Overusing the chat -- ie no side commentary or conversations.
  - d. Personality Exercise
    - i. Enneagram
      1. Review Types
        - a. Instinctive Center
          - i. 50% of Board
        - b. Feeling Center
          - i. 50% of Board
        - c. Thinking Center
          - i. 0% of Board
      2. Exercise within your center
      3. Exercise with opposite center
2. Onboarding
  - a. Governance Onboarding
    - i. Resources
      1. [Wiki](#)
        - a. Job specific resource training
          - i. What are Officer and Committee Chair responsibilities and how to perform these.
        - b. Future key source for onboarding
        - c. Continue to document new things onto wiki
          - i. collaborative effort
            1. Add in information on new tasks you are doing if there is no documentation
            2. Update changes within the comment section to track changes
            - 3.
      2. [Governance Manual](#)
        - a. Conglomerate of all formal board member tasks
          - i. Board conduct
          - ii. How to run a meeting
          - iii. Resource for better continuity
          - iv. Board code of ethics

1. Extension of Code of Conduct
  - b. Potential Expansion for Ops to develop an Operations Manual
3. Senior Board members
- ii. Legal Duties
  1. Duty of Care
    - a. A board member must show that they are making due-diligence during the decision making.
  2. Duty of Loyalty
    - a. Commitment to doing the right and best thing for the organization. Utilizing and acting upon information in the most appropriate manner.
  3. Duty of Obedience
    - a. Follow through with the Organizations Mission
      - i. "Disagree and Commit"
        1. If an individual feels they are alone in a decision they should follow the majority decision as voted on the board.
      - ii. Add in "United Front" into the code of ethics
        1. Tie in with duty of care to reduce the number of these moments
          - a. Improve consistency of our decision making process
- b. Code of Ethics
  1. Intricacies of our code of conduct
    - a. Signed annually once approved
    - b. In support of the NAIGC's standards of high ethical conduct, in addition to the NAIGC Code of Conduct, each board member and advisor will follow the guidelines described below. Infractions of this Code of Ethics are to be reported directly to any member of the board who shall, in his or her determination, bring the infraction to the officers Development Committee or full board.
  2. Decision Making
    - a. Recognize that the chief function of the NAIGC at all times is to serve the best interests of our constituency.
    - b. Endeavour to represent the broader interests of members and/or stakeholders in all decisions
    - c. On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
    - d. Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
    - e. Once a board decision is made, support the decision even if one's own view is a minority one.
    - f. Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
    - g. Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
  3. Personal Behavior

- a. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.
  - b. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
  - c. Appropriately handling actual or apparent conflicts of interest in our relationships
  - d. Never use NAIGC property, financial resources, or services of NAIGC personnel for personal benefit or accept individual gifts.
4. Professional Behavior
- a. Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
  - b. Respect and protect privileged information to which we have access in the course of our official duties.
  - c. Refrain from investigating or discussing the executive director’s performance with staff members or stakeholders without board authorization
    - i. Add in “or the performance of other board members.
    - ii. Authorization would be similar to performance reviews.
  - d. Avoid any interest or activity that is in conflict with the conduct of our official duties (See [Conflict of Interest Policy](#))
  - e. Comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant law to refrain from any illegal, dishonest, or unethical conduct
  - f. Conduct our organizational and operational duties with positive leadership exemplified by open transparent communication, creativity, dedication, and compassion.
  - g. Strive for personal and professional excellence and growth. and encourage the professional developments of others.
  - h. Work to integrate
    - i. cultivate an inclusive culture ensure that all board members are encouraged to bring their perspectives, identity, and life experience to their board
      - 1. Promote diversity
5. Compromise Framework
- a. Identify the two (or more) opposing parties and acknowledge that a compromise might be necessary to appease everyone. Deciding when a compromise should be pursued is an important step.
  - b. Each party needs to truly listen to the needs and complaints of the other in order to fully understand what is being requested. “Successful compromises are dependent on successful listening.” In addition, each party should be as transparent as possible when expressing their needs and intentions.
    - i. What about the decision is making you uncomfortable.
  - c. Learning and understanding the consequences of a broken or

unreached deal. What would happen if no compromise was achieved? Would there be a negative effect on the functioning of the NAIGC? Would we go against our Mission, Values, or Bylaws?

- i. Long and short term
  1. volunteer turnover
  2. damages to the organization as a whole
- d. Brainstorm multiple options for a resolution. This is the main effort when negotiating a compromise. Gradually shift towards a middle ground; each party giving a little at a time until the other can agree to the terms.
  - i. Nobody “wins” completely
    1. Not everybody would be elated with the decision but no party would be incredibly dissatisfied with the results.
- e. Be prepared to make sacrifices and draw a mental line
  - i. Because the nature of a compromise means neither party is fully satisfied, each party should be cognizant of how much they are willing to give up in an effort to reach a middle ground.
- f. See compromises as a strength and not a weakness. Working together to create a solution that equally benefits everyone is something to be proud of rather than viewed as one party yielding to another. Celebrate the success!
  - i. This gives us the ability to back our decisions
- g. Remain professional, no matter the results, and understand that not all compromises will work.
  - i. United front
    1. Find constructive ways to maximize ways to improve compromise moving forward.
  - ii. We have made IMMENSE strides in this area over this fiscal year
    1. continue to jump in and use this framework when possible

c. Typical NAIGC Timeline

Before July

- Board elections occur
- Incoming board decides which committees to join
- Incoming board officer and chair elections

July

- Board and Operations terms begin
- Quarterly goals established for the year
- First board and committee meetings

August - September

- Continued board and committee meetings
- Budget development

October

- Continued board and committee meetings

- Board In-person meeting
  - Old structure item, will need to be reformatted
- Nationals rules and structure finalized
- Approve budget

November

- Continued board and committee meetings
- Sanctioned meets begin
- All-hands meeting
  - New structure Item

December

- Continued board and committee meetings
- First round of evaluations
  - Old structure item, will need to be reformatted.
- Taxes are filed

January - February

- Nationals planning begins to accelerate
- Early registration deadline for Nationals
- Meet season begins
- Operations projects ramp up around this time

March

- Continued board and committee meetings
- Regional meets held
- Nationals registration closes
- Final evaluations
  - Old structure item, will need to be reformatted

April

- Nationals is held
- Annual Meeting
- New board elections

May - June

- Committees continue to meet and wrap up final tasks and goals
- Onboarding preparation with overlap

i. Unscheduled Items

1. Fill an empty ED position
  - a. Could occur at any time within a calendar year
2. Fill an Operations Position
  - a. Priority of ED
    - i. Board needs to be aware of this potential change in volunteer status
3. Appoint a nominating committee
  - a. Official timeline to be developed as we approve this process
4. Additional "All-Hands" meetings
  - a. All volunteers for the organization will be invited
    - i. Governance and Operations
    - ii. Leadership Conference
      1. Trainings

- 2. Professional Development
- 3. Inform Operations of out strategic development
- 5. Culture software to replace the evaluation processes
  - a. 180/360 days to occur twice a year
- 3. NAIGC Mission Statement
  - a. *The mission of the NAIGC is to expand opportunities for participation in the sport of gymnastics and to promote interaction among collegiate gymnastics clubs by providing structure for competition on local, regional, and national levels; facilitating communication; and building a community of support and camaraderie that encourages sportsmanship, leadership, teamwork, and fun.*
    - i. **Why** the organization exists
      - 1. Radical opportunity for gymnasts
    - ii. **Whom** it serves
      - 1. Collegiate and adult\* athletes
        - a. no current mention of adults
    - iii. **How** it serves them
      - 1. Expanding into the regions more
      - 2. Pushing leadership initiatives via scholarship
        - a. Currently only have an athletic scholarship, possibly develop an additional one for community leaders.
  - b. Vision Statement versus Mission statement
    - i. Vision
      - 1. Future Overall Goal
    - ii. Mission Statement
      - 1. Plan to realize the Vision Statement
      - 2. Share core values on the website
        - a. create vision 2025
  - c. Ways to improve the mission
    - i. No mention of “adults” or community members
    - ii. Mission is very long
    - iii. Include NAIGC is a grassroots organization at its core
    - iv. Core Purpose
      - 1. serve and expand opportunities for all levels of collegiate and adult gymnastics
        - a. Short and effective example
    - v. Inclusion of “Non-Profit”
      - 1. Not as important as we are also a governing body
        - a. Is this defining us as an organization
          - i. not as much so as our role to push the boundaries of the sport
      - 2. We lack many traditional Non-Profit traits
        - a. Run very differently but are a volunteer organization
        - b. Different financial structures within nonprofits
          - i. Some cater more toward member revenue, some donors, but all under same non-profit umbrella
      - 3. Should we revisit the mission statement once we further transition into the Non-profit space
        - a. Currently moving into this
        - b. Still not getting much money from donor
          - i. getting funding via membership interaction currently
          - ii. work collaboratively with fundraising to gain funding
      - 4. What are the other gymnastics organizations structures
        - a. USAG
    - vi. “Saving” Collegiate/ Adult gymnastics is not a mission but impacts our purpose

1. State of Men's NCAA gymnastics
  - a. We want to provide a unique alternative and stand out from other non-profit organizations.
- vii. Currently mission refers to "clubs" not "gymnasts"
  1. Individual athletes are a part of the organization
- d. Suggestions
  - i. 20 words as a good upper boundaries
    1. Short and sweet is good
    2. Can always include an expansion and share that on the website
  - ii. Suggested Missions
    1. "To provide adult gymnastics opportunities and push the boundaries of the sport"
      - a. "To provide collegiate and adult gymnastics opportunities"
    2. To provide fun and innovative competition opportunities for collegiate and adult gymnasts
    3. "Competition and Community Structure"
    4. Remove part of our current mission
      - a. take off after either "levels" or "gymnastics clubs"
      - b. Add in "to push the boundaries of the sport"
      - c. We should avoid doing minor changes as this requires a lot of membership input and if we are going to make this change we should take the needed time to do this properly
        - i.
    5. "To provide collegiate and adult gymnastics opportunities through competition and community, and push the boundaries of the sport".
    6. "To provide collegiate and adult gymnastics opportunities and push the boundaries of the sport"
      - a. community building
  - iii. Not all collegiate and adult gymnasts are competitive
    1. Cater to the adult gymnastics community more
    2. Is this an area we want to grow into more
    3. Do we risk losing involvement from competitive members if we invest resources into this area
      - a. NAIGC was founded to create competitive gymnastics opportunities for adult and collegiate athletes, this would be a dynamic change
  - iv. Re-defining the structure of the sport by allowing non-binary and cross-gender options
    1. Would work better in our Vision Statement
  - v. Next steps
    1. Continue discussion at further board meetings
      - a. Development
      - b. Taskforce
    2. Policy Chair to send form for each board member to summarize the mission statement in one sentence
      - a. Google Doc
    3. Have a town hall to present new mission and discuss with stakeholders
      - a. Run risk of too many ideas
        - i. Can be high level just to get common themes
        - ii. Mission statement is crucial for Strategic planning and enduring stakeholders have their best interest in mind
      - b. Goal is to achieve unity
    4. Reach out and poll membership on what the NAIGC means to them
  - vi. Misc
    1. Share form via instagram to share developments in the mission statement.
    2. "to provide fun and innovative competition opportunities for collegiate and adult

gymnasts”

**3. Articles of Incorporation and Bylaws approved by membership to reflect the change in our mission statement**

4. NTS Presentation

- a. 2023 should be in Mid-Atlantic region based on our rotating order
- b. Dates to be aware of
  - i. Easter weekend is April 9th 2023
  - ii. Finals start in late April for most schools
  - iii. Spring break spanning March
- c. Board will be voting solely on the proposal from the Operations Specialists
  - i. Board can ask for more information and send back to OLT if needed
- d. Attributes and Costs
  - i. Costs for the board
    - 1. Venue
    - 2. Hotels
    - 3. Additional Fees
  - ii. Costs for membership
    - 1. Travel
    - 2. Hotels
    - 3. Positive Attributes of the city
      - a. Proximity of hotels, restaurants, etc.)
- e. Host Cities
  - i. City 1
    - 1. Dates
      - a. April 12-15
      - b. April 19-23
    - 2. Venue
      - a. \$25,789.20
      - b. Exhibit Hall is 118,000sqft
        - i. Allows for growth with additional levels and disciplines
      - c. Banquet hall seats 1,880
        - i. currently around 1600-1700
          - 1. growth for 3 years
        - ii. Without stage/dancefloor
    - 3. Hotel
      - a. Average of \$169/night
        - i. No rebate at our current estimated room numbers
      - b. Connected to Convention Center
      - c. Main host desires 80% attrition
        - i. 80% of blocked rooms must be filled
          - 1. last year was 95%
          - 2. Has not been a struggle in previous years
            - a. Only have attrition at one hotel and its usually the one we suggest members stay at
    - 4. Matrix Operations
      - a. Attribute (out of 5)
        - i. 3.48
      - b. Individual cost/person
        - i. \$318.84
      - c. NAIGC cost/person
        - i. \$53.70

5. Notes
  - a. Not in desired region
  - b.
- ii. City 2
  1. Dates: April 12-15
  2. Venue
    - a. \$30,348.90
    - b. Exhibit Hall is 102,600sqft
      - i. Smaller
      - ii. Around the size of Providence
        1. Could be an issue with growth and addition of levels/disciplines
    - c. Ballroom fits 1,860
  3. Hotel
    - a. Average \$150/night
    - b. One hotel connected to Convention Center
  4. Matrix Operations
    - a. Attribute (out of 5)
      - i. 3.00
    - b. Individual cost/person
      - i. \$304.47
    - c. NAIGC cost/person
      - i. \$56.38
  5. Notes
    - a. Worries about equipment fitting
    - b. Ballroom size close to
- iii. City 3
  1. Dates: April 12-15
  2. Venue
    - a. \$25,676.50
    - b. Exhibit Hall is 136,810sqft
      - i. No worries with growth
  3. Hotel
    - a. Average \$144/night; \$109/night for staff
    - b. One hotel is connected to Convention Center
  4. Matrix Operations
    - a. Attribute (out of 5)
      - i. 2.481
    - b. Individual cost/person
      - i. \$337.50
    - c. NAIGC cost/person
      - i. \$53.63
  5. Notes
    - a. Hosted in 2011
      - i. Area questionable from previous experience
    - b. Ballroom AND Convention center are pretty tight with current numbers
      - i. No room for growth
- iv. City 4
  1. Dates: April 12-15
  2. Venue

- a. Cost is being completely comped with \$50,000 F&B.
  - i. This does not mean that there aren't additional fees for cleaning, banquet, set up, etc.
- b. Exhibit Hall is 109,000sqft
- c. Banquet seating for 2,280
- 3. Hotel
  - a. \$167/night for members; \$99/night for staff
    - i. 3 host hotels, all are more than .5mi away
  - b. Restaurants/walkability to venue contribute to lower attribute score
- 4. Matrix Operations
  - a. Attribute (out of 5)
    - i. 2.444
  - b. Individual cost/person
    - i. \$341.28
  - c. NAIGC cost/person
    - i. \$38.53
- 5. Notes
  - a. saving around \$25,000
    - i. Aids in the damage from COVID-19
  - b. Worried about hotel distance
    - i. currently the strongest reason to not host
  - c. Possibly Provide Shuttles
    - i. Additional cost
      - 1. lesser than what we would be spending on other cities still
      - 2. Possibly lower registration fee
        - a. Increase accessibility
        - b. financial assistance to us with this city offering this incentive of no fees
          - i. allow membership to save some more money for one year
      - ii. Reach out to NTS about shuttles and look into public transit
  - d. Only factor on the matrix pulling down are the hotels
    - i. 5-15 min walk from hotels
  - e. Union labor
- 5. Conflict Resolution
  - a. Origin
    - i. Triggered when a large number of volunteers indicated they were planning to step away
      - 1. Goal to reduce volunteer attrition but has evolved over time to encompass additional situations
    - ii. Framework
      - 1. Non-violent communication and inward/outward mindset framework
        - a. Develop a discussion based on needs and feelings versus individual perceptions and interpretations of intent
  - b. Non-violent Communication (NVC)
    - i. The NVC framework is Observations, Feelings, Needs, and Requests (OFNR).
      - 1. **Observations:** Specific, clear, measurable observations about what happened (facts).
      - 2. **Feelings:** Emotional responses to those observations.
      - 3. **Needs:** Needs and personal wishes that cause those feelings.

- a. 40-50 all encompassing needs
    - 4. **Requests:** Specific requests to other people.
  - ii. Added together the framework is:
    - 1. State clear **observation**
    - 2. Express **feeling**
    - 3. Take ownership of feeling by expressing a **need**
    - 4. End with a **request**
  - iii. For example:
    - 1. When you called me after I had asked you not to call for a day
      - a. I felt frustrated and ignored
      - b. I need to feel safe and respected
      - c. I request that ground rules be set that direct requests for pauses in communication be respected.
- c. Inward/Outward Mindset Framework
  - i. how we approach a conflict drives a behavior
  - ii. Structure
    - 1. Mindset is foundation
    - 2. Behavior is second step
    - 3. Desired results is peak of pyramid
  - iii. Inwards
    - 1. Others don't matter in the way individual perceives how they matter
      - a. Focus on their own results
        - i. Own problems/goals
      - b. Others are treated as objects
        - 1. Vehicles
        - 2. Obstacles
        - 3. Irrelevancies
      - ii. Not intentional, but due to the displaced focus that can cause this to happen
  - iv. Outwards
    - 1. Others matter in the same way individual feels they matter
      - a. Focus on results of the group
        - i. Collective effort
      - b. Sees others as people
        - i. Needs, objectives, and challenges of other people all matter to the individual
- d. Self-Betrayal
  - i. Important in inward-outward
    - 1. Decision regarding feelings and needs
      - a. Share feelings or turn inwards
        - i. betray our own sense of what is right and what is wrong
      - b. failing to honor self and other person
  - ii. Actions
    - 1. Becoming defensive
    - 2. Shifting responsibility onto other
  - iii. Creating an internal narrative
    - 1. Justifying actions

- e. Collusion
  - i. Two people with inward mindsets are within a conflict
  - ii. Interpret intent of actions
    - 1. Making false narratives off of interpretations
      - a. feeling as if needs aren't being met
        - i. Act based on internal assumptions
        - ii. Other reacts based on this reaction
          - 1. Dishes example
    - 2. Feedback loop
      - a. Both needs fail to be met
      - b. No communication
        - i. inward mindset hinders communication
  - iii. Can spread from two to twenty people
    - 1. Creates sides
- f. Strategies to turn communication outward
  - i. Pyramid method
    - 1. 5 steps
      - a. Build relationships with others with influence
      - b. build relationship with person of conflict
      - c. listen and learn
      - d. teach and communicate
      - e. correct behavior
    - 2. Often times we start at top rather than the bottom
      - a. This doesn't address the root of the problem
  - ii. S.A.M Method
    - a. Easier to follow and utilize this method than the pyramid method
      - i. we can't focus on siloed work and mindsets
    - b.
    - 2. See others
      - a. Understand others have objectives, challenges, goals, and hardships
    - 3. Adjust Efforts
      - a. Adjust own efforts to be more helpful to meeting the needs of others
        - i. this is where non-violent communication occurs
    - 4. Measure Impact
      - a. Measure and hold self accountable for the impact of one's work on others
        - i. Can be a slow process but is the crucial final step to make changes
- g. Lessons Learned
  - i. Conflict resolution won't find much success unless both parties are invested in remedying the issue
  - ii. The largest struggle for individuals was understanding and articulating others needs
  - iii. Success requires humility from all involved parties
    - 1. Focus on emotions and empathy

- iv. Improvements for the future
    - 1. Request participants agree and commit to resolving the problem
    - 2. put time towards working through this
      - a. long sessions should be expected
    - 3. Identify and agree on what the problem is at its core
    - 4. Establish ground rules and expectations
      - a. ie. emotions are fine but tone is crucial
  - h. Group activity
    - i. Small groups
      - 1. think of conflicts currently experiencing in personal or professional life
        - a. Goal is to think about what can be done to meet everyone's needs
          - i. Are there any lingering potential issues with this solution?
6. Organizational Culture
  - a. Culture Framework
    - i. Well being of organization staff
      - 1. A staff that is generally happy with low stress levels will contribute more positively to the organization culture than a staff who are unhappy with high stresses
        - a. The source of poor well-being doesn't need to be the organization
      - 2. To address this, many companies offer benefits
        - a. Counselling sessions
        - b. Free meditation apps
        - c. Accommodating vacation time
        - d. Yoga/gym memberships
    - ii. The 5 F's Framework
      - 1. Function
        - a. Do people have what they need to do their jobs?
      - 2. Feelings
        - a. Do people feel appreciated and respected?
      - 3. Friendship
        - a. Do people feel connected to one another?
      - 4. Forward
        - a. Do people feel like they have opportunities for growth?
      - 5. Fulfillment
        - a. Do people feel like they are inspired and working towards a higher purpose?
    - iii. Previous Culture Intention:
      - 1. Friendship is starting point
        - a. build trust
          - i. needed to take risks
        - b. creates assumption of good faith
          - i. building friendship via bonding activities when in person
        - c. dampened escalating arguments
        - d. Personal check-in from leadership when people would drop off
      - 2. Fulfilment is step two
        - a. sense of participating in something greater

- i. Vision 2020
  - ii. Establishment of core values
  - iii. lead by example with humility
    - 1. “win together attitude”
      - a. Nonprofits typically proliferate very opinionated people who want to contribute
        - i. can lead to issues without assumption of good faith
        - ii. goal to minimize friction
      - 2. all hands on deck mentality at nationals
3. Forward
  - a. growth opportunities that create a high impact
    - i. have a lot of opportunity for growth in the NAIGC
      - 1. bottom or ground up initiatives
        - a. T&T
        - b. HR
        - c. Growth and Outreach
        - d. Scholarship
      - 2. leadership guidance and suggested when needed
        - a. individual responsible to follow through
  - b. Opportunities for growing into leadership
    - i. more of a need for quality leaders than there are people to fill roles
      - 1. active recruitment and pushing people to become and stay engaged
        - a. stretched people to reach their maximal ability to contribute to the org
          - i. try to get as much without burnout
4. Feelings
  - a. open and direct feedback system
    - i. foundation for establishing trust and teamwork, cultivating the team mindset is crucial
      - 1. honesty is key
      - 2. not taking criticism personally
      - 3. admitting to mistakes
    - ii. all ideas are not created equal
      - 1. “disagree and commit”
    - iii. Outward mindset required to understand others
5. Function
  - a. Giving people the tools they need to succeed
    - i. Onboarding, mentorship, etc
  - b. This is where we struggled to succeed in the past
    - i. Organization structure too flat
      - 1. direct reports
    - ii. Mixing of roles/Generalists
      - 1. hard to train and align them with the boards needs
      - 2. Over extension of some volunteers
    - iii. Mentorship started over the last few years
    - iv. Historical knowledge passed via word of mouth
    - v. Hope is that the new structure can help alleviate some of this
- iv. Current Culture Brainstorming
  - 1. Function: Do people have what they need to do their job(s)

- a. Establish better board training
    - i. Update and improve wiki
      - 1. In progress
    - ii. Governance Manual
      - 1. Standard Nonprofit tool
      - 2. Overview for how we generally work.
      - 3. In progress
      - 4. Focuses on governance
        - a. HR creating an operations manual
          - i. Identify how the ops roles fit into the teams and the big picture of the org.
    - iii. Task/position training sessions
      - 1. Training additional board members for roles/tasks
    - iv. Mentorships
      - 1. on hold until Q3 as we are working on onboarding
  - b. Bring in experienced and diverse consultants and advisors
    - i. Allows for strong decision making
  - c. Rework Evaluation System
    - i. In progress
    - ii. Researching platforms
      - 1. fit our needs more
      - 2. more affordable
2. Feelings: Do people feel appreciated and respected
- a. Use surveys
  - b. Leadership check-ins
    - i. Officers doing scheduled check-ins and Bi-weekly work check-ins
  - c. Work to condense meeting guidelines
    - i. Less things to get glazed over if the list is shorter
  - d. Training (all completed)
    - i. meeting guidelines
    - ii. conflict resolution
    - iii. compromise
3. Friendship: do people feel connected to one another?
- a. Activities the encourage closeness
    - i. Coffee breaks
      - 1. Everyone joins slack and it randomly assigns ppl (maybe gov-ops bridging, or by common interest)
    - ii. Informal hangout session after meetings
    - iii. Fun slack channels
    - iv. In-Person
      - 1. Care packages, letters
    - v. Movie nights
      - 1. People got burned out from keeping it up, but worth a try resuming after a break
  - b. Build assumptions on good faith; assume people have the best intentions

- i. If we are already friends, trust will be there, so focus on friendships
  - ii. Add to / incorporate on list of assumptions
- 4. Forward: Opportunities for growth
  - a. Training for leadership positions (chair, officer, OLT)
    - i. Reverses hunt to making people feel excited for these positions
  - b. Coffee hour, paired with someone who has historical knowledge new people might need to achieve their goals
  - c. Shadowing
    - i. Perhaps extra work for leadership, so not prioritized over other initiatives
      - 1. Could actually lift work off of them if they become an “assistant,” learn by doing
    - ii. Fills in gaps of wiki since there are so many jobs that need more intense training
      - 1. But again, lots of effort
    - iii. Taking on shadows only in summer so it’s less chaotic
  - d. Add policy where if someone asks for help, you are obligated to help
    - i. Despite if you think that person is fit for that role or not, at least someone motivated is getting training
      - 1. Wiki could be a substitute for someone getting turned down help
  - e. Give those who hold a position to give input on whom they believe should succeed them since they have lots of insight
    - i. Balance to strike, since we also want to be inclusive and let anyone have the opportunity
    - ii. Current leadership needs to actively encourage others to learn
- 5. Fulfillment: Inspired and working toward higher purpose
  - a. Clear Mission Statement and values
  - b. Retreat to rally volunteers behind the mission
  - c. Celebrate accomplishments
    - i. Many non-profits give an annual report to highlight successes
  - d. Telling stories of volunteers/members
    - i. Telling members’ stories fundraising campaign powerful
    - ii. As volunteers, the NAIGC has been a great organization for us, and a good personal tool to convince new members to join. And when you hear that others do it too, it feels very fulfilling.
- 7. Breakout Session 1
  - a. GymACT & NCAA
    - i. GymACT
      - 1. new collegiate club organization
        - a. structured off of MAG NCAA
          - i. cater to more NCAA experience

- ii. require coach
        - 1. how they differentiate themselves
      - b. see themselves as the backup for when NCAA teams are dropped
    - ii. NCAA
      - 1. 3 MAG programs cut by the end of this year
        - a. resistance from schools but with history it's unlikely they will be reinstated
      - 2. NCAA MAG future is unsure
        - a. what should we be doing
    - iii. Question 1
      - 1. NCAA halt MAG championship and other teams get cut. do we alter our mission statement and offerings and how do we define ourselves from GymACT
        - a. We do not currently offer MAG NCAA rules
          - i. we are allowed to
            - 1. currently we have easier dismount requirements
          - ii. Some NCAA teams have bad view of teams and colleges
        - b. Possibly change our rules offerings
          - i. offer NCAA, change the remainder to best fit the need of our members
            - 1. if we can offer NCAA rules NCAA teams can use as qualifier meets
        - c. In an ideal world we would work with GymACT
          - i. they have a strong USAG support and coaches community
            - 1. big emphasis on having JO/some coach
          - ii. Big risk if we do nothing and we can lose members to them
            - 1. what if they begin to offer WAG GymACT
              - a. big numbers change
      - b. Shifting our funds from dues to sponsorship and fundraising
      - c. [Expanding the NAIGC during the COVID-19 Pandemic](#)
8. Fiduciary Responsibilities of Board Members
  - a. Funds are spent in accordance with the NAIGC's policies and legal requirements
    - i. Procurement policy
    - ii. [501\(c\)\(3\) rules and regulations](#)
    - iii. [Gift acceptance policy](#)
    - iv. Restricted vs. unrestricted funds
      - 1. gift policy good example of this
    - v. Act in NAIGC's Best interest
    - vi. Know how to read financial statements statement and the organizational budget
    - vii. Individuals Task
      - 1. Bolster your [financial literacy](#)
      - 2. Review budgets and financial information when presented by the Finance Committee
      - 3. Ask questions and voice your opinion when you don't agree with something or don't understand something
    - viii. Finance Committee Tasks
      - 1. Oversee and execute all key financial tasks
      - 2. Present financial information to the Board
      - 3. Implement internal control systems
        - a. Prevent the organization from risks
          - i. limit potential for error
      - 4. Execute funding agreements

- b. 501(c)(3) Rules and Regulations
    - i. Private Interest
      - 1. cannot serve interest of insiders
        - a. board members, ED, DH/managers/team leads
      - 2. protects members from corruptness
    - ii. Lobbying
      - 1. Cannot push our members to support or engage in legislation or excessive lobbying
    - iii. Political Campaigning
      - 1. cannot financially support or endorse any political candidates
  - c. Unrelated business income
    - i. making a profit off of a purpose that is unrelated to the nonprofit
      - 1. I.e. selling tech software
  - d. Annual reporting obligation
    - i. Form 990
  - e. Purpose
    - i. Operate in accordance to our nonprofit purpose
9. How Does NAIGC manage its finances?
- a. 3 pieces
    - i. Treasurer
      - 1. serves as committee chair
      - 2. account signatory
      - 3. oversee and maintain financial record
    - ii. Finance Committee
      - 1. Oversee all finance related items
        - a. budget
        - b. financial reporting
        - c. internal controls
        - d. sponsorships/fundraising\*
    - iii. Finance Subcommittee
      - 1. Accounting
        - a. Track and report the organizations financial activity
      - 2. Budget
        - a. Develop and implement the organizational budget
      - 3. Strategy
        - a. develop long-term financial strategies to support the mission/vision
          - i. nonrevenue profit
          - ii. procurement policy changes
  - b. Nationals Registration Trends
    - i. Growth from 647 in 2012 to 1424 in 2019
      - 1. 2020 had 1248 at the time of its cancellation
    - ii. approximately 85 new competitors every year
  - c. Membership Trends
    - i. between 76.1%-86.4% of all dues paying members compete at nationals
    - ii. approx 123 new members a year
      - 1. High in 2014
      - 2. Low in 2020\*

- a. 2018 second lowest but lowest nationals that was hosted
- d. Income Trends (over the last 4 years)
  - i. Membership approximately flat
  - ii. Nationals Competition
    - 1. growth
  - iii. Flipfest
    - 1. Minimal income but steadily growing
  - iv. Nationals Banquet
    - 1. High in 2019 and reduced in 2020
      - a. about the same income as membership fees for the organization
  - v. Other
    - 1. monetary contributions
      - a. corporate donations
- e. Expense Trends (over the last 4 years)
  - i. Corporate expenses
    - 1. level with minimal decline the last 2 years
      - a. similar amount to membership fees being brought in
    - 2. Nationals Banquet
      - a. no banquet data for 2020
      - b. 2018 and 2019 stayed flat
    - 3. Nationals (not including banquet)
      - a. Usually relatively flat
        - i. 2020 larger expense when planned to be hosted
          - 1. All expenses in this category were refunded membership fees
- f. Net Operating income
  - i. Fluctuates
    - 1. most years in the red are minimal
      - a. 2016 exception
    - 2. Typically we have a net gain annually
- g. Board Reimbursement
  - i. Board members and operations specialists are eligible for reimbursement for expenses incurred on behalf of the NAIGC
    - 1. Examples: NAIGC-related travel, lodging, and meals (board retreats, Nationals site visits), other expenses approved by the Finance Committee/Board (Udemy course, board education)
    - 2. Reimbursement [form](#)
  - ii. The NAIGC [procurement policy](#)
    - 1. outlines who has the ability to enter contracts, sponsorships, and make purchases on behalf of the organization
      - a. needs minor update to reflect new structure
      - b. only instance without pre approval for an incurred expense is at in-person events
        - i. up to \$100
        - ii. Purchase must be done in good faith
          - 1. Treasurer must approve the reimbursement

10. Breakout Session 2

- a. What can we do differently at Nationals

- i. More halls
  - 1. separate by levels with growth
- ii. Add in NCAA division
- iii. Add in former/current Elite
- iv. Rhythmic and Artistic
- v. Add in a networking event to nationals
  - 1. professional development/connection
- vi. Board recruitment table
- vii. Pandemic Ideas
  - 1. Possibilities of requiring vaccines
- viii. Banquet Alternatives
  - 1. Do how we would have at providence
    - a. separates awards from banquet itself
- b. What is one new large thing the NAIGC can add on?
  - i. Add on disciplines
    - 1. Rhythmic
    - 2. Acro
    - 3. Expand levels
      - a. Level 10
      - b. NCAA
      - c. Elite
        - i. athletes who took sponsorships
      - d. T&T
    - 4. Ninja warrior/parkour
      - a. not gymnastics but within the realm
    - 5. Internationals
      - a. Nationals and Worlds
    - 6. Add in a K-12 division
    - 7. Bring kids to meets
      - a. Parents bring kids to meets and walk through gymnastics with them
  - ii. Celebrety sponsor
    - 1. Gymnastics ambassador
  - iii. Fundraising
    - 1. Host a large JO meet
    - 2. Own a camp/facility
      - a. Host nationals here
      - b. Host camps
      - c. rent out when not in use
        - i. like flip fest and woodward
  - iv. Regional Governing bodies
  - v. Adult regional coordinator
    - 1. bring adults into the NAIGC
  - vi. Offer NAIGC daycare at Nationals
  - vii. Networking
    - 1. Hosting Major event viewings for gymnastics events
      - a. Locations for viewing party
    - 2. Alumni mixer at nationals
    - 3. Boxes at major events and facilitate meet and greet with our celebrity ambassador
    - 4. Group trip facilitated by NAIGC
  - viii.
- c. What are the metrics that measure whether or not we are succeeding at being “for the

love of the sport”

- i. Participation in lower levels
  1. do we have high engagement/retention
- ii. Means a lot of different things to a lot of different people
  1. Decathlon
    - a. growing engagement
  2. T&T addition
    - a. Look at the addition Rhythmic and Acro
      - i. Expand the scope of the NAIGC to be more inclusive of the greater gymnastics community
  3. Monitor growth of membership
    - a. and clubs
    - b. are clubs staying active or are they going inactive
  4. Assess how easily seen we are to the gymnastics community
    - a. Gymnastics podcast appearance
    - b. advertise UAG more
      - i. we have an increasing number we should be advertising this to members more.
  5. Retention at all stages of life “gymnastics pipeline”
    - a. 10-20 year members
      - i. as we age our level of involvement changes
    - b. How can we get members involved earlier on in their gymnastics careers rather than near the “end”
      - i. Develop a more holistic approach for the love of the sport
        1. much of our membership enjoys this but we are missing out on some
        2. track the composition of our membership
    - c. Looking at average membership length
      - i. Hope that average years of involvement would increase over time
    - d. Look at pulses from engagement over time via instagram
      - i. short questions
        1. similar to board happiness questions
        2. “how much do you love gymnastics” type questions
        3. tailor questions to gauge certain populations
        4. “do we make you love the sport more or less”
  6. People love gymnastics but often times dislike competing
    - a. how do we work to help improve the competition aspect of it for members who might have had previous experiences
    - b. Networking and social aspects of the sport.
      - i. community and comradery that we create
        1. same level of support no matter what skill level
          - a. Feeling of support within the NAIGC
  7. Poll membership
    - a. New poll asking how well NAIGC is embodying the motto
      - i. Do you feel supported
      - ii. also give the poll to the volunteers themselves
    - b. Look at old poll results to see where we have been in the past
      - i. previously asked “what does our motto mean to you”
        1. use these as reference points
  8. Tracking decisions back to the core value they are related to
    - a. i.e level 6 and radical inclusivity
  9. Give explicit avenues to have a larger voice in the rules changes

- a. if x amount of club/members vote or petition to have a change then the rules committee needs to look at and review/make changes
- 10. Looking at number of collegiate to community members
- 11. Are people choosing their school because there is a NAIGC club team
- 12. Increased BIPOC participants
- 13. further research into trends in our sanctioned/regional meets
  - a. What clubs are consistently involved
- 14. Are we providing resources to aid in improving ease of access for regions with few clubs and large distance between competitions
- 15. What are we doing to aid clubs in making gymnastics more accessible to adult and collegiate athletes
  - a. finding gyms can be a struggle
  - b. clubs and individuals often get priced out
- 11. Personal Development
  - a. Small breakout rooms
- 12. Strategic Planning
  - a. Objectives
    - i. Explore capacity from a stage-based perspective
      - 1. organizational capability and competence
        - a. Programs
        - b. Management (operations)
        - c. Governance (board)
        - d. Financial Resources
        - e. Administrative Systems
      - 2. Building Capacity
        - a. Strengthen the 5 items over time to support mission
        - b. NAIGC Nationals Growth from 1989-now
          - i. Growth over time
            - 1. First combined nationals in 1996
            - 2. First combined meet in 2006
            - 3. Board host nationals in 2011
      - 3. Nonprofit lifecycle stages
        - a. 5 Stages
          - i. ideas
          - ii. start up
          - iii. growth
          - iv. maturit
          - v. decline
            - 1. turn around back to growth
            - 2. approach terminal stage
        - b. What stage do we think best describes the NAIGC at this moment
          - i. Currently at growth
            - 1. reacted to reaching capacity and turned back to the growth stage
          - ii. teetering on the edge of decline (non-covid world)
            - 1. value we provide to members based on hosted events
              - a. still have some non event related services but not to the same scale of nationals

- 2. Organizational structure growing
  - a. continuing to onboard more volunteers
    - i. waiting for world to change to see membership numbers grow
- 3. Ideas stage
  - a. We are re-evaluating a lot of key components of the NAIGC
    - i. purpose being re-evaluated on a larger scale due to the state of the world
- c. Lifecycle Exercise
  - i. Gives you vocabulary to understand “where you are” and puts challenges into perspective
  - ii.
    - Realize that the transition through stages (and the challenges that come with) is normal
      - 1. Struggle is not unique to us
  - iii. Speaking with stakeholders/donors about where we are, and what we need to make progress toward the mission
    - 1. Depersonalizes general organizational weaknesses or shortcomings
  - iv. Stage 1
    - 1. Idea
      - a. perceived community need sparks founding ideas
      - b. No defined program
      - c. All volunteer, action oriented, no formal board
      - d. sweat equity
      - e. lacking in administrative equipment
  - v. stage 2
    - 1. Startup
      - a. beginning of operating phase, energy and passion at peak but systems lagging behind
      - b. simple programs
        - i. wide range lacking development
        - ii. likely same leadership
        - iii. people wearing multiple hats
        - iv. Board members have personal connection to the founder
        - v. low budget, relying on cash
        - vi. weak or outsourced administrative systems
  - vi. Stage 3
    - 1. Growth
      - a. Needs of program exceeds systems and structural capacities

- i. understanding and defining what separates this program from others
- ii. lead by people who see infinite potential for service
- iii. board structure appears
- iv. strategy and focus balance
- v. Additional sources of income (accounting, financial reporting, and auditing)
- vi. Need for improvement for administrative systems to meet expansion and rising compliance demands

vii. Stage 4

1. Maturity

- a. balanced structure, solid sense of foundation and security. possible loss of membership focus here
- b. knowledge with person rather than the position
- c. In touch with community needs usually
  - i. keep relevant information
  - ii. executive leader is often 2-3 generations from founder
  - iii. board has directors and leaves management to ED and operations
  - iv. Multiple income sources
  - v. administrative systems usually have caught up by this point

viii. Stage 5

1. Decline

- a. No longer member focused, statu- quo decisions, no longer relevant programs being offered
- b. No longer meeting member needs
- c. management with board might be out of alignment
- d. Make safe decisions, reputation tanks
- e. funding tapering off
- f. lack of innovation/modernization with admin systems

ix. Stage 6

1. Crisis mode/turn around stage

- a. Re-evaluate organization life, do we save or abort the mission
  - i. big shake up in leadership
- b. Re-enter the growth phase

- 2. repeat growth phase
  - a. likely modify programs
  - b. new leadership and staff
  - c. restore integrity
  - d. often low on cash, seek to reduce expenses
  - e. admin systems may be too complex and become irrelevant
- x. Stage 7
  - 1. terminal
    - a. No longer relevant, can open space for a new organization to step up and fill the need
    - b. can be accomplished respectfully and gracefully
    - c. Loss of programs, management, governance, financial resources, and admin systems
  - ii. Identify concrete steps to build organizational capacity in programs, governance, management, financial resources and administrative systems
    - 1. Independent Exercise
- b. Strategic Planning
  - i. Allows for an organization to make calculated and proactive decisions when faced with challenges
    - 1. grounded in organizations mission, vision, and values
    - 2. reliant on staff engagement
    - 3.
- c. [Vision 2020](#) and [2017 Strategic Planning](#)
  - i. What did we achieve?
    - 1. Established growth across all major pillars of the org
    - 2. Identified our core values
  - ii. What did we fail to achieve?
    - 1. Creation of a formalized plan to share within our community
    - 2. Operational plan to activate on the strategic pan
  - iii. How do we achieve the vision
    - 1. accountability and follow through
    - 2. annual metric to track goal progress
    - 3. short-term framework
    - 4. Consistent promotion of our strategic vision
- d. Timeline
  - i. Life cycle exercises
    - 1. Today
  - ii. Environmental scan
    - 1. Q2
  - iii. SWOT Analysis
    - 1. Strength, weakness, opportunity, and threats
      - a. rank and decide what our priorities are
        - i. Develop action plan
  - iv. Strategic Prioritizing
    - 1. Who, what, and how
  - v. Implementation Plan
    - 1. Q4-Future

13. 13. Membership Policies

a. Individual Membership Policy

- i. Moved revoked membership language from section II to section III
- ii. Added NAIGC annual membership gift to the list of benefits
- iii. Clarified language regarding the NAIGC membership fee can be changed by the NAIGC board without amending the full policy

b. Club Membership Policy

- i. Added List of benefits overview
- ii. Replaced “target participation audience” from requested club information to collegiate and community athletes
- iii. Simplified language in the Vothing Club Eligibility section
- iv. Vote Delated
  - 1. Details regarding Alumni needed further clarification

14. 14. ED Evaluation Metrics

a. Expectations per LP&D

- i. Facilitate day-to-day Operations
- ii. Ensures all day-today work falls into one of the departments
  - 1. Measured by monthly progress reports
- iii. Ensures work is within the scope of a department and the appropriate role(s) is/are in place or created to complete the work
- iv. Attends board meetings and represents the concerns from the departments to the board
  - 1. Measured by board attendance
  - 2. receive input from the board
- v. Implements strategic derivatives from the board within the departments
  - 1. Measured by monthly progress reports
  - 2. Receive input from the board
- vi. Enforces the sponsors, vendors, and contracts portion of the procurement policy
  - 1. Input received from, Finance committee and Nationals Coordinator
  - 2. Coordinate Communication between the NAIGC membership and the Board
    - a. Measured by Annual membership survey
    - b. Input from membership

b. Expectations per 2020-2021 Board

- i. Maintain two-way communication between the board and operations regarding the status of operations and strategic initiatives
  - 1. Measured by monthly progress/status reports
  - 2. Input from the board
- ii. Promote a positive organizational culture
  - 1. Measured by volunteer satisfaction survey
  - 2. Input from Operations Specialists
    - a. Integrate HR into this in a greater capacity
    - b. Goes out to all Operations specialist but not the governance board
  - 3. significant for reducing volunteer attrition
- iii. Encourage productive and considerate intra-operations communication
  - 1. Focus on making sure all members have a voice not only an understanding of what is going on
  - 2. Measured by Performance survey
  - 3. Input from department heads
    - a. are needs being heard and addressed
- iv. Encourage low operations turnover (department head, team lead, etc)

1. Measured by a turnover report or “exit survey”
  - a. how many came in and left over course of year
    - i. HR measure and track and report result
- v. Promote opportunities for volunteer growth and development
  1. Measured by volunteer satisfaction survey
  2. Input from department heads and specialists
- vi. Develop and maintain an operational accountability structure
  1. measured by a percentage of departments or reams goals that are completed annually, monthly, quarterly
  2. Input from OLT
- vii. Manages organizational operations independently
  1. Measured by performance survey
  2. Input from department heads and board members
  3. can vary based on the composition of the organization
    - a. some volunteers would prefer different styles
- viii. Implement executive director best practices and establish tools and resources for future development and succession of the position (succession planning)
  1. Measured by changes in the ED Wiki
    - a. Dependant on needs of the organization, will change annually
      - i. currently the creation and population of the page
      - ii. eventually adding on and removing objectives based on the lessons learned and experiences of the organization.
      - iii. Lower priority for this year as there are many more substantial ED tasks
- ix. Maintain high volunteer satisfaction
  1. Measured by volunteer satisfaction survey/“exit survey, organizational culture software (tinypulse/cultureAMP)
    - a. Develop by HR
  2. Input from OLT and operations specialists
- x. Adapt to changes in the needs of the organization and its volunteers
  1. Measured by volunteer satisfaction survey, suggestion form, monthly status reports
  2. Input from OLT and operations specialists, and Board
- xi. Coordinate with relevant stakeholders to prepare and monitor the organizational budget
  1. Measured by year-end financials, budget-to-actuals
  2. Input from Board (finance committee)
- xii. Executes the strategic vision of the Board of Directors
  1. Measured by Department and Team heads
  2. Input from the Board
  3. ED currently feels more operations focused than a solid mixture
    - a. Governance roles feel minimal in the current structure
- xiii. Develop and enforce a decision-making framework and ensure decisions involve and are communicated to all appropriate operational and governance parties
  1. Measured by a monthly progress/status report
  2. Receive input from the board and OLT
- c. Timeline (proposed)
  - i. Idealed progress of evaluation tools per quarter or month
    1. Will be reviewed with ED and HR

2. when we expect something to be used to assess
  - a. ED doesn't have to do the development or work just needs to ensure that it has been delegated and completed by appropriate parties

15. 15. Volunteer Survey

- a. Assess how time spent on board the previous year was spent
- b. Increased engagement in [2019-2020](#) compared to [2018-2019](#)
- c. Engagemengt
  - i. Slightly less responses
  - ii. slightly reduce
- d. Feeling informed with what the board was doing this year
  - i. Large number of 5's and 3's
    1. Possible reflective of director versus advisor
- e. Feeling comfortable speaking up regarding decisions being made
  - i. variability due to response
    1. hanging around average
    2. Big discussions regarding restructure could have impacted it
- f. Access to information to be successful
- g. Meaningful contribution
  - i. large improvement
- h. Unreasonable amounts of stress
  - i. Large amount of low scores
    1. potentially due to restructure hours/intricacies
    2. potentially dues to people holding multiple roles
    3. Cancelling nationals
    4. Elections
    5. Non-NAIGC covid
  - ii. Large number of high scores
- i. Leaving due to burnout
  - i. Improved over last year, fewer low scores
- j. Officers
  - i. Approachable
    1. Moved from positive to neutral
      - a. Larger number of response
    2. Distribution stayed the same
  - ii. Transparency
    1. Decline in scores
    2. Linked to restructuring
      - a. lack of communication early on contributing factor
    3. Could see improvements still this year
  - iii. Value input from all and taking feedback seriously
    1. average same
    2. spread larger
      - a. more data
  - iv. Communication of yearly goals
    1. Decline from strongly agree to agree
    2. some neutral/negative in 2020 where 2019 all were 4-5
- k. Board
  - i. Results focused
    1. remained the same (larger spread with more data)
  - ii. Risk-Taking
    1. Increased
      - a. Restructure

- b. Approval of UAG
  - c. COVID-19 Nationals cancellation risk
    - i. 2019 most 2-3
    - ii. 2020 most 4/4
- iii. Long Term Strategy
  - 1. Similar to past, did see improvement
    - a. greater responses
    - b. Can seek to improve here
      - i. goal of restructure
      - ii. taking steps currently to develop here
- iv. I agreed with the long term strategy
  - 1. wider spread
    - a. More higher and more lower scores
      - i. lower likely to restructure
- v. Understanding of committees and task forces
  - 1. same trends
- vi. Use of Directors and Advisors
  - 1. similar trends
  - 2. more positives than 2019
- vii. Welcoming diversity of opinions
  - 1. many more lower scores in 2020 than in 2019
    - a. likely use to contentious topics
  - 2. Increase in high and low scores
    - a. either felt strongly good or bad
- viii. Understanding needs of stakeholders
  - 1. Improved
    - a. failed to ask if the participants could mention who the stakeholders were

I. Director Only Questions

- i. Time and information to make educated votes
  - 1. Averaged to be the same
    - a. larger number of abstentions
    - b. some abstentions benign advisors
  - 2. More strongly agrees if ignoring abstentions
    - a. process has been revamped to be more robust
- ii. Understanding of voting items
  - 1. Restructure brought down due to complexity
    - a. relative minority of committee condensing material and distributing to masses believed to be large impact
- iii. Feeling comfortable speaking up when disagreeing
  - 1. more disagree and neutral
    - a. tied back to contentious points from the restructure/communication regarding policy changes
      - i. improve by providing items ahead of time
        - 1. voting to vote
          - a. gives people the opportunity
      - ii. compromise framework
- iv. Understanding the financial health of the organization
  - 1. Large improvement here
    - a. All agree/strongly agree in 2020 where 2019 had large spread
      - i. greater board engagement on a regular basis.

- m. Core Values
  - i. Embrace Radical Opportunity
    - 1. About the same
  - ii. Offering exceptional customer service to members
    - 1. Minor improvements
    - 2. not a lot of change but how do we change 4's to 5's
      - a. Shouldn't be asking governance, but rather asking our membership
        - i. members are more appropriate stakeholder for this core value
  - iii. Removing barriers to transparency
    - 1. decline in scores
      - a. restructure
        - i. Board and membership question/confusion
  - iv. Striving for excellence
    - 1. Improved To all 4's
- n. Open Ended closing
  - i. lacked 100% participation
    - 1. participation is crucial
      - a. lose out on people who leave at an earlier point in the year
        - i. i.e missing half of R/Cs
      - b. People might leave due to strong emotions and not share feelings on survey results
  - ii. Very slightly downward trend on average
    - 1. Restructure and COVID-19 as stressors

16. 16. Wrap Up

- a. Review Items from the foam [Pit](#)
  - i. Policy
    - 1. Revisit club membership policy regarding alumni competing as teams without paying the fee
      - a. Policy will review this, will review at next meeting
  - ii. Development
    - 1. Send out a survey to board members on 9/26 to have people share 1 sentence regarding what the mission of the NAIGC is to us.
    - 2. Develop structure for getting membership feedback re: mission statement through multiple mediums (Town Halls, Office Hours, social media posts/stories)
      - a. Dev work in tandem with Communications Team
    - 3. Assign a mission task force/subcommittee.
      - a. Revamp mission statement
      - b. Needs owner
    - 4. Develop framework to continue surveying board member satisfaction, happiness, etc. (e.g. what we measured with TinyPulse).
      - a. In progress
      - b. Work with governance and operations
        - i. prevent duplicate work
    - 5. Communicate with OLT/HR/ED
      - a. ED evaluation metrics next steps.
      - b. Looped ED into Development slack
  - iii. Finance
    - 1. Look into how we track unique registered individuals (vs. total registrants)
      - a. Finance will research
  - iv. Operations
    - 1. Develop a complete list of the services that we provide as an organization to post on the website in promotional form

	<ul style="list-style-type: none"> <li>a. Relay to operations</li> <li>2. Giving great pitch of NAIGC and why we love it (sharing stories and how they positivity impact people) <ul style="list-style-type: none"> <li>a. i.e. week of giving</li> <li>b. RAG week</li> <li>c. link to our stories on our website</li> </ul> </li> <li>v. General <ul style="list-style-type: none"> <li>1. Increasing Communication between all parties (circular communication) <ul style="list-style-type: none"> <li>a. Increasing high level communications currently <ul style="list-style-type: none"> <li>i. Will continue to develop at lower levels naturally as we create an environment that fosters a circular communication style</li> </ul> </li> </ul> </li> <li>b. <a href="#">Culture Ideas</a> prioritizing</li> <li>c. <a href="#">Breakout Session</a> prioritizing</li> </ul> </li> </ul>
<b>Votes Taken:</b>	<ul style="list-style-type: none"> <li>1. <a href="#">Voting Record</a> <ul style="list-style-type: none"> <li>a. Individual Membership Policy <ul style="list-style-type: none"> <li>i. Approved</li> </ul> </li> <li>b. Club Membership Policy <ul style="list-style-type: none"> <li>i. Vote Postponed</li> </ul> </li> </ul> </li> </ul>
<b>New and Remaining Action Items:</b>	<ul style="list-style-type: none"> <li>1. N/A</li> </ul>

*Respectfully Submitted,*

Mason Marek \_\_\_\_\_,\*  
Name

NAIGC Secretary \_\_\_\_\_,  
Title

September 27th, 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.]