

## **WSRID Board Meeting Minutes**

### **Retreat Follow-up Meeting - Zoom**

---

**Meeting Date:** 1/11/2023 @ 6:30pm – 8:30pm

**In Attendance:** Anna Mansell Karagiannis; Mark Hoshi; Claudia Kienholz; Gabby Hopkinson; Kristin Deverin; Rogan Shannon; Rhesa Durgin

**Absent:** Krystal Sanders

**Guest:** Caroline Allen

**Meeting called to order @ 6:24 pm**

Community Agreements Reviewed (Attachment A)

#### **New business:**

Proposed meeting schedule (Claudia - Attachment B)

- reduce board meetings from monthly to quarterly (Feb, May, Aug, Nov) to increase time available for committee work
- assign committee work to groups of board members while recruiting new members
- delegate ongoing work of WSRID to committees
- focus board meetings on oversight

Decisions: Quarterly board meetings and committee assignments set (see 'Old Business' below)

Tasks: Each committee set meeting dates and draft work plan for sharing with members

#### **Old Business:**

From retreat (Anna)

Establish 2023 goals   Reviewed and readopted Goals from 2021      **m/s/p 7:7**

- 1) Redesign WSRID's infrastructure documents to be clear, relevant, easy to follow, and reflective of the needs of our current and potential members.
- 2) Improve communication and transparency to members and community stakeholders regarding WSRID's essential functions and happenings as well as the board's focus on a DEI action plan.
- 3) Prioritize partnerships and collaborations with organizations and individuals within our communities.
- 4) Invest in programs and projects that help enhance the value of WSRID membership.

## Old Business (continued):

### Board meeting dates

February 8

May 10

August 9

October 11/ November 8 (save both dates)

### Committee appointments

**Budget:** Mark, Claudia (with Paula Bazinet)

**CMP:** Kristin, Anna (with Ashley Cavallerro)

**Communications:** Anna (with Elizabeth Bass)

**Conference:** Krystal, Gabby, Rhesa, Rogan

**Community Outreach:** Gabby, Rogan

**Governance:** Anna, Claudia, Rogan

**Membership:** Claudia, Rhesa

**PDC:** Kristin

**Scholarship:** Rhesa (with Madison Chester)

### Housekeeping

2023 Board page on website

Send updated profile picture and bio to *WRSIDwebmaster@gmail.com* - ALL

2023 Committee page on website

Review committee info on Website and send updates as needed - ALL

BECU paperwork

In process - ANNA

### Vacant board positions

Must fill one additional position to meet Bylaws requirement (9-12 members).

One open position < 1 year - can be appointed;

Two open 2-year positions - special election;

One student position open

### WSRID.org

Resume ownership of wsrid.org domain (~\$22/year):

**m/s/p 7:7**

### GMAIL/Google Acct

Switch to google for nonprofits, if archived data will be retained and cost is minimal

**m/s/p/ 7:7**

Minutes prepared by: Claudia Kienholz, Secretary [01.12.2023]

Minutes approved by: [date]

## ATTACHMENT A

### WSRID Community Agreements

Updated 10/11/22

Welcome to this WSRID meeting. In an effort to ensure that group sharing and collaboration happens respectfully, please take a moment to review and reflect on these community agreements and do your best to keep them front of mind throughout the meeting.

**Together we know a lot:** Be curious and respectful with each other, and try to ask questions instead of making assumptions.

**Take space/Make Space:** We will likely just scratch the surface on some topics, be mindful, and hold space for the participation of others. Some folks need more time to process, others are ready to jump right in. There is enough room for everyone here, support others.

**Communicate to each other, not about each other,** use “I” statements when discussing your experiences, pay attention to each other, and listen to understand.

**Lean into discomfort:** we are only growing when we are on the edge of our learning. Sometimes it's hard.

**Assume positive intent & do our best:** not everyone comes in with the same set of experiences and knowledge, so assume that people have good intent. Please have positive intent yourself, and be accountable for the impact of your actions and words as well.

**Assert healthy boundaries:** say yes or no when you mean it. Ask for what you need, and offer what you can.

What would we like to add?

*These statements were sampled from suggestions found on two sites:*

*<https://theantioppressionnetwork.com/resources/saferspacepolicy/>*

*<https://drawingchange.com/co-creating-community-agreements-in-meetings/>*

## ATTACHMENT B

DRAFT MINUTES - WSRID SPECIAL BOARD MEETING 1.11.23 - Approved

## 2023 WSRID Workload:

### Proposed Board and Committee Meeting schedule - Support Materials

Work we are required and/or **want** to do:

- Finance/Budget (4-6 x/year; 3-4 ppl) :
  - prepare annual budget (April-June)
  - prepare documents for RID and IRS (Oct - ?)
  - review quarterly reports (Oct; Jan; Apr; July)
  - review budget mid-year (Jan)
- Communications (quarterly + as needed; 3-5 ppl) :
  - website [EB] - content by committee
  - email/newsletter [EB] - content by committee (after board meeting)
  - minutes [CK] - reviewed/edited by committee (after board mtg)
  - list serve (share community info) - review content quarterly
- Conference (monthly + as needed) :
  - ongoing work to prepare for next conference
  - [reporting/follow-up post conference]
- Membership (quarterly; 2-4 ppl) :
  - support member coordinator
  - new member welcome
  - membership outreach/engagement
  - prepare Annual Member Meeting
  - assess member needs and interests
- Governance (monthly + as needed; 4-6 ppl) :
  - PPM (Anna - with committee support)
  - Mission/Vision/Values (TBD)
  - Bylaws (ck?, TBD)
  - monitor RCW changes
  - review organizational structure/function
- [**Community Outreach**] (beyond current capacity?)
  - contact with community partners
  - event planning and support
- PDC [inactive]
- DEI Audit Committee [inactive]
- **Scholarships (Madison) & CMP (Ashley)**

## **Committee & Board Relationship**

### Committees:

- Committees are empowered to function within scope of work.
- Committees report to board quarterly
- Committees make recommendations for board decisions
- Committees set their own meeting schedule (monthly, quarterly, as needed)

### Board:

- Board as a whole sets vision and guides the organization
- Board as a whole holds mission, vision, values
- Board as a whole oversees and supports the work of committees and ensures that committees support MVV
- Board meeting schedule is consistent (quarterly; special meetings as needed)

Board = “dreamers”

Committee = “doers”

Currently (2023): the board and committees are mostly the same group of people. Having separate meetings will help us focus separately on board vs committee work.

Future: as we work towards a sustainable future - having separate roles, responsibilities and meetings for board and committees will make it easier for members to “plug in” to our ongoing work, and make the transition easier when members take on running the functions of the organization

### Every board meeting:

- review quarterly financials;
- review committee reports;
- make necessary decisions
-

## **Proposed Board Meeting Schedule** (draft - rough outline)

### February:

- Financial: Q1&Q2; Budget YTD review (revise as needed)
- Fill board vacancy
- Consider annual meeting dates
- Committee reports / recommendations
- [Conference decisions?]
- [M/V/V?]

### May:

- Review Q1 & Q2 financials
- approve budget for FY23
- Committee reports / recommendations
- [Conference decisions?]
- [M/V/V? / structure?]

### August:

- review year end budget/financial reports
- Prep for Annual Meeting
  - annual report
  - election
  - motions from board
- Committee reports / recommendations
- [Conference decisions?]
- [org structure?]

### November:

- review Q1 financials
- follow -up from Annual Meeting
- welcome new board members
- plan for board retreat
- committee reports / recommendations
-

## **Proposed Committee Meeting Schedule** (draft - rough outline)

Finance/Budget: January, April, July, October (prior to board mtg)

Communications: March, June, September, December (after board mtg)

Conference: Monthly and as needed

Membership: Quarterly

Governance: Monthly and as needed

## **Board/Committee Meeting Calendar**

January: Conference, Governance, Finance

February: **Board**, Conference, Governance

March: Conference, Governance, Communications

April: Conference, Governance, Membership, Finance

May: **Board**, Conference, Governance

June: Conference, Governance, Communications

July: Conference, Governance, Membership, Finance

August: **Board**, Conference, Governance

September: Conference, Governance, Communications

October: Conference, Governance, Membership, Finance

November: **Board**, Conference, Governance

December: Conference, Governance, Communications