

WSRID Regular Board Meeting Minutes

February 8, 2023, 6:00pm, zoom

Attending: Anna Mansell-Karagiannis, Mark Hoshi, Claudia Kienholz, Kristin Deverin, Rogan Shannon, Rhesa Durgin,

Absent: Krystal Sanders, Gabby Hopkinson

Guests: none

Meeting called to order at 6:00pm Community Agreements noted

Agenda

Approved with additional item under New Business

- a. Propose Regular Board Meeting return to 6:30pm start time

Consent Agenda

Approve Past Meeting Minutes **m/s/p 6:6**

- a. January 11, 2023 - Retreat Follow-up
- b. December 14, 2022 - Special Meeting
- c. November 30, 2022 - Regular Board Meeting
- d. Retreat 2023 Notes

Reports

Treasurer/Finance Committee - Mark, Claudia (Addendum A)

Current work: Account Reconciliation; Scope of work; meeting 1-2 x/month

Plan: Quarterly Financial Reports; Mid Year Budget Review; New Budget draft

Expenses over \$200: \$1188- website; \$988.07 - retreat accommodation

Governance Committee - Rogan, Claudia, Anna (Addendum B)

Meeting monthly; Scope of work

Current priorities: PPM (Anna); Mission/Vision/Values (Rogan); explore Sociocracy model (ck) Other tasks: RCW compliance; Bylaws; Elections

Membership Committee - Rhesa, Claudia (Addendum C)

Initial meeting scheduled for Feb 22

Conference Committee (Krystal, Gabby, Rhesa, Rogan)

Considering scaled back one day session: morning workshop; afternoon business meeting; evening social Coordinating with WSAD; Nov 3-5, CWU in Ellensburg

Community Outreach (Gabby, Rogan)

Initial meeting next week

Certification Maintenance Program (Kristin, Anna)

CMP Sponsorship pending from RID - if approved, recommend 6 mo. pilot project with limited CEU processing to gather data and refine processes

Drafted initial procedures. No vote needed - remove from New Business

Communications (Anna)

Anna & Elizabeth coordinating via email - planning quarterly informational emails (including financial reports) to members

Scholarship (Rhesa, Anna)

Update from Anna: will soon open for Spring applications, due April for approval at May Board meeting; considering possible additional selection criteria; considering how to accept applications via video in ASL

Old Business:

Vacant Board position

- call for nominations to members;
- election by board for less than one year left on term; online election for positions over one year; referred to Governance Committee

Google for Nonprofits

- Request pending

WSRID.ORG

- Restored to WSRID ownership
- Will redirect to WSRID.COM
- cost \$80 for 2 years

Email list serve

- pending; Anna and Rhesa will follow up

BECU paperwork for authorized signers

- pending delivery to bank

Goals check in... how to keep our goals in focus

Motion to table until May meeting; 2nd

Comment: board asked to keep our goals in mind; consider how we can work toward our goals individually and in committees

- Redesign WSRID's infrastructure documents to be clear, relevant, easy to follow, and reflective of the needs of our current and potential members. (Gov Comm?)
- 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. (Comm Comm?)
- Prioritize partnerships and collaborations with organizations and individuals within our communities. (Comm Outreach, CMP, Conference?)
- Invest in programs and projects that help enhance the value of WSRID membership. (Conf Comm, CMP, Scholarship, Finance?)

New Business

Consistency in external facing communications (Rogan)

Recommending consistent formatting/info in all email signatures and names. Simplicity in signature is more accessible. Future goal: update logo and website

Rogan will email recommended signature format to the board

Confirm Board meeting start time

Board meetings will return to regular 6:30 - 8:30 pm time; 6pm board check in

Passed - unanimous consent

Addenda

- Finance/Budget Committee Report
- Governance Committee Report
- Membership Committee Report

Adjourned 7:38pm

Minutes Prepared by: Claudia Kienholz, Secretary

Approved by the board on 5/10/23

Corrections approved by committee on 5/25/23 Anna Mansel Karagiannis, Rhesa Durgin, Claudia Kienholz

ADDENDUM A

WSRID 2023 Budget/Finance Committee - February 8, 2023 Board Report

Coordinator: Paula Bazinet

Member: Claudia Kienholz

Liaison: Mark Hoshi

Purpose/Scope:

- Prepare and monitor Annual Budget
- Review Accounts and Quarterly Reports
- Make financial recommendations to the Board

Initial Meeting held on Feb 5, 2023

- Reviewed Quickbook processes for recording vendor payments
- Financial Reports (P&L, Balance statements) - unavailable until accounts are reconciled

Meeting schedule:

- Committee will meet every two weeks through Spring (dates pending)
- Reduce to monthly meetings as workload allows

Ongoing tasks:

- Reconcile accounts from July 2022 through present and prepare financial statements
- Consider options regarding bookkeeping
- Review YTD Budget for FY2022
- Draft FY2023 Budget

Update:

- January expenses over \$200
- \$1,188.00 - website
- \$ 988.07 - retreat accommodation

ADDENDUM B

WSRID 2023 Governance Committee - February 8, 2023 Board Report

Coordinator: Rogan Shannon

Members: Claudia Kienholz, Anna Mansell Karagiannis

Initial Meeting held on January 23, 2023

Purpose/Scope:

To monitor and support effective organizational governance, including (but not limited to):

Review governing documents (Bylaws, Mission/Vision/Values, Policies/Procedures, RID Affiliate Chapter requirements) and propose revisions as needed;

Monitor compliance with state law (RCW 24.03A - Washington Nonprofit Corporation Act);

Coordinate nominations and election of board members; prepare motions and referenda for member vote; support Annual Membership Meeting

Meeting schedule:

2nd Fridays, 1:00pm - Feb 10, Mar 10, Apr 14

Current tasks (point person):

Mission / Vision / Values Statements (Rogan)

Policies & Procedures (Anna)

Consider sociocracy as governance structure (Claudia)

ADDENDUM C

WSRID 2023 Membership Committee - February 8, 2023 Board Report

Coordinator:

Members: Claudia Kienholz, Rhesa Durgin

Initial Meeting scheduled for February 22, 2023

Purpose/Scope:

- membership outreach and engagement
- assess member needs and interests
- support preparation for Annual Member Meeting

Meeting schedule:

To be set during initial meeting

Current tasks:

- Access to member database
- Set meeting schedule
- Define priorities