**Board Meeting Agenda**

**April 18, 2018 – Teleconference**

Call to Order President Cheryl Brown called the meeting to order at 11:04 am CST.

Roll Call Roll call was conducted by Secretary/Treasurer Misti Hodges and a quorum was present.

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| *Present*  Cheryl Brown, President  Grant Axtell, President Elect & Program Coordinator  Mary Rogers, Vice President  Misti Hodges, Secretary/Treasurer  Sherry Maddock, District 3  Linda DeMore, District 4 & Awards Chair  Tammy Barstad, District 5  Rebecca Stancil, District 7  Steve Bent- Executive Director  Mikell Fryer, Parliamentarian & Bylaws and Resolutions Chair  Stephanie Stevens, Membership Chair  Suzanne Nichols, Chapter Development Chair  Rebecca Stancil, International Relations Chair  Crystal Caison, Professional Development Chair/WPDP  Kathy Bilanko, Senior Workforce Professionals (Retiree) | *Not Present*  Terri Pasternik, Immediate Past President & Conference Chair  Linda Chapman, District 1  Vicki Zimmerlee, District 2  Mindee Duffell, District 6  Ray Cabrera, District 8  Akiro Yoshida, District 10  Jason Huang, District 11  James Thomas, Flash Editor  Janelle Guthrie, Webinar Series  Gerri Jimenez, CWP  BJ Knutson, Local Arrangements Coordinator |

Approval of Minutes

The minutes from the February 7, 2018 meeting where made available on the website. Misti Hodges entertained any questions. Linda Demore moved to accept the minutes as presented. Seconded by. Tammy Barstad. Motion passed.

Treasurer’s Report

The Treasurer’s reports were presented by Misti Hodges. Misti added several comparisons in the financial data from this year to the same date in 2017. Income is within a $100 of income this time last year and expenses are comparable as well and actually lower in some areas. Grant Axtell moved to accept the reports as presented. Mary Rogers seconded. Motion passed.

Executive Director Report

Steve Bent reported that the new membership management system, Your Membership, continues to progress. Currently about 90 % of transmittals received have been entered. He added that as we are collecting more information, we are able to conduct analytics on the membership data. (i.e. how many members work in Job Centers?). This helps us better focus on member needs for educational programming. Steve also mentioned that we are close to the point of asking each chapter to contact past members that did not renew. Testing the online voting system is also currently in the works and it is working quite well. Members will need to log in to vote, which will improve the integrity of the ballots. Steve also added there will be a voter’s guide. Cheryl added members will need to log into the system using the default password and then update their own information and select a new password.

Next Steve discussed the changes to the WPDP program. It has now been automated to some degree with the use of a Learning Management System. Currently there are over 100 students in the program.

Standing Committee Reports

* Bylaws and Resolution

-Mikell Fryer reported that this would be covered under old business.

* Awards – report submitted

-Linda DeMore additionally reported there was 33 awards packets submitted online. The new process eliminated the need for the big binders and huge mailing costs. She added the awards committee would be compiling samples of awards for nominators to use next year. Linda also added there would need to be a vote in old business concerning this year’s awards.

* Membership

-Stephanie Stevens advised the need for advertising the June 11 IAWP membership drive.

* Chapter Development

-Suzanne Nichols had nothing to report but she is to have a conversation with President Brown at a later date.

* International Relations – report submitted

-Rebecca Stancil stated there was no additional update.

* Professional Development

-Crystal Caison reported that we’ve had a big win with the changes to WPDP and the fact that IL and WA are making it part of their new employee process within their agencies. This is driving students to participate. Crystal added that she has an additional goal to get at least one webinar in place before the end of her term. She added that she has some ideas that would be easy and will circulate those to Cheryl and Steve.

* Conference

-In Terri Pasternik absence, Grant Axtell reported the Administrative Office is doing a great job to get conference content out on the website. All the information is out there including a template to convince your boss to allow you to attend. He added the agenda is top notch amazing speakers, including one from Canada. Grant added that we should all be encouraging folks to attend. Steve Bent added if anyone wants to register, we prefer they go through the new member database system but we would assist individuals in any way in an effort to get everyone registered. If necessary, we will provide a registration form in pdf or other format. Steve added that we recently had a couple of workforce partners from Cincinnati register. He stressed the need to have enough attendees to not only create synergy to the conference but to also provide for the economic aspect of the conference. Steve further reported emails regarding the conference are being sent to 1-2 different programs such as junior colleges, workforce boards, etc. each week in order to advertise more. He encouraged everyone to share association twitter feeds, Facebook posts, etc. as another way to gain more interest. President Cheryl Brown added that we can direct people to the website for more information including the fact the conference includes 20 hours of CE credits and almost 3 hours of academic credits.

Ad Hoc Committee Reports

* Dues Structure – 5-year plan - report submitted

Grant Axtell asked for clarification on the next steps for the committee. Per the 9/22/17 minutes, the committee was tasked with looking into a 5-year plan for the standardization of chapter dues. As the consensus of the committee was a standardized due structure was not something we should consider at this point. President Brown agreed with Grant in that the committee should now move forward in looking at the overall dues structure for a 5-year plan. Misti Hodges, committee chair, agreed and stated she would schedule another meeting of the committee prior to the June board meeting.

District Director Reports

* District One - Linda Chapman was not in attendance, however a written report was submitted.
* District Two - Vicki Zimmerlee was not in attendance and no report was submitted.
* District Three - Sherry Maddock submitted a written report. Nothing further to add.
* District Four - Linda DeMore submitted a written report. Nothing further to add.
* District Five - Tammy Barstad submitted a written report. Nothing further to add.
* District Six - Mindee Duffell was not in attendance and no report was submitted.
* District Seven - Rebecca Stancil submitted a written report. She added Montana will have a meeting with administrators regarding the possibility of including WPDP in their curriculum.
* District Eight - Ray Cabrera was not in attendance and no report was submitted.
* District Eleven - Jason Huang was not in attendance and no report was submitted.

Foundation Report

Steve Bent reported he provided Vicki Zimmerlee with the name of an attorney that deals with nonprofit issues. The thought was it would be prudent for Vicki to submit info regarding the Foundation’s status to him for review. Information currently available indicates the Foundation is behind in the filing of tax returns. As of this date, Vicki indicates she has had not heard back from the attorney. Steve concluded his report by informing the board that he had sent the attorney, Wilfred Navarro and an email this morning to schedule an appointment to visit with him regarding this matter.

Old Business

* Administrative Support

Steve Bent reported that in terms of work at the administrative office, things continue to move ahead with is positive but this also results in an increase in work activity. He added that Jill Bent is providing part time contractual work on the conference and the member management system. Work on the management system includes ensuring our data is good. As a result, Jill has spent time researching member information and contacting chapters, to ensure our data is accurate.

* Chapter Handbook

Grant Axtell reported he has been working on compiling his board for next year. In addition, he has a plan for the Chapter Development committee to put together a Chapter Handbook (i.e. best practices handbook). Grant requested anyone to email him or Steve any suggestions. The plan is to start work on the handbook in June and have it completed by October.

* 2018 Conference Registration

Steve Bent stated that this information had been covered under the committee reports and had nothing more to add

* Bylaws – information sessions

Steve Bent reported that there will be a vote on the replacement of the bylaws and noted that while this is a replacement, the current proposal does contain language from the current bylaws. Steve added there is a link to information on the website that includes the old bylaws, proposed bylaws and a synopsis of the difference. He also reported plans to hold two conference calls regarding the vote to take place on Thursday April 26th and Monday May 14th. Steve requested that board member direct chapter leadership and individual members with questions to these conference calls. He stressed that it is helpful for people to learn more before making a decision on how to vote and our goal is to make sure people’s questions are answered.

* Elections

Cheryl Brown reminded the board about the Voters’ guide that Steve Bent referred to earlier. Steve added this includes the voting provisions in the Standing Rules, Policies & Procedures. He also mentioned there is a link to all of this information on the website.

* Awards

Linda DeMore reported that none of the submissions for the chapter excellence award met the 90% requirement. As the awards submission process was new this year, those involved in the awards judging suggested awarding the chapter that scored the highest in each of the five categories. Misti Hodges so moved, seconded by Mary Rogers. Discussion included if the winners would be made aware that it was the highest score and they did not meet the 90% requirement. It was further discussed that samples would be provided as discussed earlier and that the results of this vote would need to be communicated to the chapters. Motion passed.

Linda continued to report that during the awards judging process, the committee found that the 90% requirement was not a reasonable expectation. Those taking part in the judging thought 80% would be more reasonable. Grant Axtell moved to reduce the score requirement from 90% to 80%, seconded by Mary Rogers. Motion passed.

**New Business**

* Marketing the Conference

Steve Bent requested that if anyone with ideas on how the administrative office and chapters can work together to market the conference to contact. He also shared the need for chapters to help secure sponsors as well. He added that if board members or chapters had any relationships and contacts of possible sponsors, he would be glad to contact them.

**Good of the Order**

Steve Bent reminded the board of the overall culture of the association and addresses the legal matters.

President Cheryl Brown reminded everyone to register for the conference.

Suzanne Nichols asked about the status of the California chapter and if dues had been paid. President Brown addressed this question by stating Steve Bent and the officers have been working with the California chapter since the September 2017 board meeting. Steve Bent added, from what we understand at this point, California does not support the increase in membership dues and the chapter affiliate agreements/reports. He added that both he and the officers have reached out to the California chapter leadership numerous times. As of this date, all scheduled conference calls had been cancelled. He further added that we did receive a letter in March outlining their concerns. The concerns were addressed in a letter and included a deadline to submit dues and an offer to continue the conversation about the issues. The non-receipt of dues piece is the bigger concern of the concerns. California individuals are technically no longer members at this point. The California Chapter leadership informed us they would make a decision regarding submission of dues on May 4th. Grant Axtell added that Steve has maintained records on communications and everything that has been done to this point. We, as an association, are going to have to make a decision on what we need to do in regards to this chapter if there is a failure to submit dues. Steve stress that he and the officers were trying to resolve things on the lowest level without getting the entire board involved. However, if the issues are not resolved, President Brown will be calling a special meeting to consider options. Steve reported the officers have taken the high road and have been open to communication. However, the letter received from the California Chapter leadership was not very positive nor does there appear to be a wiliness to meet with us to discuss the issues. As such, we are not even clear what the true concerns are. Steve indicated that sometimes these things do happen between a parent organization and a chapter but he stressed that our strength comes from working together as an association. However, we, as an association, cannot t legally have chapters that are not meeting their duties. Steve concluded by saying, we are all together in this and if anyone knows of anything we can do collectively he would be willing to discuss any ideas. Further discussion included that we are unclear if the concerns are coming from the collective membership or just the chapter leadership. While we are aware that an article was written by leadership and was included in the chapter newsletter, it was vague in nature. Discussion also included California members are registered to attend the conferment. At this point, President Brown reminded the board to be sensitive about sharing information with others as we are still trying to work with the California Chapter. Steve started to wrap up the discussion by informing the board that California members have had payroll deduction for dues for the past 18 months that have not yet been transmitted. Our main concern is that those dues get to us and we are working diligently on the behalf of our membership to resolve that issue. Steve concluded by adding the officers have done a great job to try to make that happen.

**Adjournment**

Mary Rogers made a motion to adjourn. Seconded by Sherri Maddock, motion passed. President Brown adjourned the meeting at 12:02 pm CST.