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BOARD OF DIRECTORS MEETING

June 21, 2018

9:00 – 12:00

Hilton Netherland Plaza, Cincinnati, Ohio

<p>OFFICERS Grant Axtell, President Mary Rogers, President-Elect Linda DeMore, Vice-President Misti Hodges, Secretary/Treasurer Cheryl Brown, Immediate Past President</p>	<p>DISTRICT DIRECTORS Mike Mrvichin, District I Denise Carey, District II Sherry Maddock, District III Jenny Yarian-ScalPELLI, District IV Stephanie Stevens, District VII Ray Cabrera, District VIII Katsuto Hisano, District X Jason Huang, District XI</p>	<p>COMMITTEE CHAIRS Stephanie Stevens, Awards Amber Drake, Bylaws (Parliamentarian) Terri Pasternik, Conference Linda DeMore, Membership Donna Glacken, Chapter Development Rebecca Stancil, International Relations Nancy Fink, Professional Development</p>	<p>COMMITTEE COORDINATORS Sharon Mike, Senior Workforce Professionals Amber Drake, Conference Program Steve Strain, FLASH</p> <hr/> <p>STAFF Steve Bent, Executive Director</p>
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AGENDA ITEM	LEAD	PURPOSE/ACTION	NOTES
Call to order	Grant		President Axtell called the meeting to order at 8:42 am.
Roll Call, Establish quorum	Misti		Those not in attendance included Ray Cabrera, Rebecca Stancil and Steve Strain. Quorum requirements met.
Approval of agenda	Grant		Sherry Maddock moved to accept the agenda as presented and available online. Seconded by Stephanie Stevens. Motion passed.
Welcome and Introductions	Grant	Information	President Axtell welcomed everyone and asked guests to introduce themselves. Guests included James Thomas (CA), Erika Motzko (OR), Steve Corwin (OR), and Peggy Carrigg (NJ). Each director and committee chair and coordinators introduced themselves. President Axtell then added that he is

			excited to begin his year. He added this year would be a different type of work than the last couple of years. In the past, the board has worked to sure up our foundation. This year we will be in a building phase with the opportunity for continued growth.
Approval of minutes	Grant	Motion to approve	Minutes from 6/17 meeting were presented by Misti Hodges. Stephanie Stevens moved to accept the minutes as presented apart from grammar and spelling errors. Seconded by Linda DeMore. Motion carried.
Reports			
<ul style="list-style-type: none"> Financial 	Misti	Motion to accept	The Statement of Position report was presented by Misti Hodges. Linda DeMore moved to accept the report as presented. Seconded by Mike Mrvichin. Motion carried.
<ul style="list-style-type: none"> Executive Director 	Steve	Information	Executive Director Steve Bent addressed the Board's duties for the upcoming year. These duties include Duty of Loyalty, Duty of Care, and Duty of Obedience. Steve added that there is an online training program for all board members available online. Each board member will be sent user ids and passwords. He concluded that board members are expected to be completed by the end of July.
<ul style="list-style-type: none"> Districts 	District Directors	Information	The templates (available online) for the District and Committee Repots were reviewed regarding format and discussion as to what to include followed. President Axtell suggested that as board members work on items, they should complete the form, so it would be ready to send when due. He added the goal is to have all reports out to the full board 7-10 days prior to each meeting. President Axtell concluded by stating the expectation is to have all reports in written form to expediate meetings. Only

			new information obtained after the submission of the report should be giving during the actual meeting. Otherwise, the board member should respond, nothing new to report.
<ul style="list-style-type: none"> Committees 	Committee Chairs	Information	In addition to the information covered above, President Axtell explained that the executive board is made up of the officers.
Old Business			None
New Business			
<ul style="list-style-type: none"> Election of chair 	Cheryl	Motion	As required by bylaws, Cheryl Brown moved to elect President Grant Axtell as the chairman of the board. Seconded by Mary Rogers. Motion carried.
<ul style="list-style-type: none"> Committee chair appointments 	Grant	Motion to approve	President Axtell discussed his recommendations for this year's committee chairs. He added that all information was available online and included letters of support for each. As required by standing rules, Jenny Yarian-Scalpelli moved to accept the slate of committee chairs as a group. Seconded by Cheryl Brown. Motion carried.
<ul style="list-style-type: none"> Board Orientation 	Steve and Grant	Information	Steve has previously covered the duties of the board members as well as the e-learning training. President Axtell added that the meeting dates had previously been sent out. He added that if the scheduled time for the teleconferences didn't work for most of the voting members we can adjust. An in-person board meeting will be held in San Antonio on October 12-13. President Axtell added that we will not be staying at the conference hotel but would visit for a tour, lunch, etc. He added most board members would travel in on the 11 th and out on the evening of the 13 th or the morning of the 14 th . Additionally, the conference committee will meet a couple of days

			prior to the board member. President Axtell also covered the Board Documents Signature Sheet. He added that the form did not need to be signed during today's meeting but did need to be signed and submitted before the October meeting. Finally, a brief discussion followed clarifying non-voting members can speak on motions.
<ul style="list-style-type: none"> • Standing rules 	Steve and Grant	Information, motion	President Axtell encouraged everyone to take the time to read and review the newly passed bylaws and changes that would be needed to the standing rules. The proposed changes to the standing rules were passed out and are available online. The biggest change is eliminating district director language and add director at large language. President Axtell suggested tabling the discussion until the new board members have had time to review the changes. Misti Hodges moved to table the discussion until the next board meeting. Seconded by Denise Carey. Motion carried. Discussion included this would be a great opportunity to get feedback.
<ul style="list-style-type: none"> • 2018-19 priorities 	Grant	Discussion	President Axtell's priorities for this year involve moving the association forward instead of focusing on things that need to be fixed. That includes looking at the association's mission, vision, and values. Our mission should tell our story. Secondly, we need to look at all the scholarships that are currently offered to ensure their criteria and amounts make sense. Some are very unclear, and some amounts are rather embarrassing. As the association does not have the necessary income to continue to self-fund these, it is the perfect opportunity to increase the effectiveness of the IAPES Foundation. It should be a strong companion to our association and is our fundraising arm. A new board was just appointed during the last

			<p>board meeting in accordance with the articles of incorporation. This had not been done in recent years. Next, Grant reported that Steve Bent, Nancy Fink, and Amber Drake will be working on providing a variety of educational opportunities. He added that professional development seems to have the biggest interest but if you have ideas, let one of them know. Steve will also be working on strengthening our relationships with state agencies. Grant would like to see the majority of Steve’s travel involving shaking hands with different agency leadership more than attending chapter and district meetings. Grant then added that he and the other officers would be willing to travel to chapter conferences. Next Grant addressed that he wants the association to provide a strong foundation for chapters to thrive. He added that Donna Glacken has been doing a great job in Washington and will be leading this initiative. Next, we are needing a new Learning Management System (LMS) to provide a stable system to meet all our needs. Currently, with over 100 participants in the WPDP program, the system has been locking up. Finally, Grant would like to see the sale of the old administrative office in Frankfort, KY.</p>
<ul style="list-style-type: none"> • Q3 goals, expectations 	Grant	Discussion	<p>The 3rd quarter goals were made available online and were distributed. President Axtell added that he would like for each district director to also be on a committee. By doing so, we create a leadership pipeline. First serve on a committee, then chair, then run for district at large, and on to an officer. Those directors volunteering for a committee included: Denise Carey – Professional Development, Sherry Maddock – Chapter Development, Mike Mrvichin – Chapter Development, and Jenny Yarian-Scalpelli –</p>

			Awards. Secondly, Grant discussed that ideally our income should be 60-70% from educational opportunities and only 30% from membership. Currently, we are the opposite. A short discussion followed regarding the possibility of making portions of the conference available online for a fee. Unfortunately, we currently are not large enough to provide that service cost effectively.
<ul style="list-style-type: none"> Chapter affiliation agreements 	Steve and Grant	Information	President Axtell began to address the chapter affiliation agreements but added a discussion was needed regarding advice from legal counsel. Stephanie Stevens moved to move the board into an executive session. Seconded by Sherry Maddock. Motion carried. Guest were asked to step out during this part of the meeting as is required by procedure. Executive session began at 10:52 am. Terri Pasternik was the only board member not present for the entire executive session. Stephanie Stephens moved to end executive session. Seconded by Mary Rogers. Motion carried. Executive session ended at 11:28am whereas those who stepped out for the executive session were invited to return.
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Good of the order	All		Sharon Mike shared that she was asked at the Senior Workforce brunch to approach the board regarding the current dues for Senior Workforce Professionals. President Axtell stated that he will add it for discussion at a future meeting. Sharon also reported that she is unable to access the IAWP retiree

			<p>Facebook page. A short discussion followed that the current page would be shut down and a new group set up as nobody has any administrative access to the current page.</p> <p>Steve Corwin stated that he was asked to share on behalf of Peggy Carrigg her concern regarding the Senior Workforce Professional dues. She asked the board to consider possibly breaking it down into phases. A discussion followed that included some active chapters have not raised dues but are covering the additional costs for its members.</p>
Adjournment	Grant	Motion	Stephanie Stephens moved to adjourn. Seconded by Mary Rogers. Motion carried. Meeting adjourned at 11:33 am.

NEXT MEETINGS:

- August 6, 2018 Skype, 10:00 AM pacific
- September 10, 2018 Skype, 10:00 AM pacific
- October 12, 13, 2018 In-person (San Antonio)

ACTION ITEMS:

ITEM	RESPONSIBLE	DUE DATE
Director Reports	All district directors	9/28/18
Committee Reports	All committee chairs	9/28/18
Schedule one on one calls	Grant	7/20/18
