November GeekGirlCon Board Meeting

Date:
2016/01/xx - 18:30 - 20:30

Location:
Virtual (Skype)

Agenda:

An opportunity to check in and discuss Board business related to elections, bylaws, passing off of information/staff transitions in advance of Retreat with Ann. Also an opportunity to brainstorm what we would like to get out of our 4-5 hour meeting and consultant.

Meeting Called By:
Jennifer K. Stuller (6:34pm)

| Board Members in Attendance | Jen Stuller | Terra Olsen | Katrina Lehto | Laura Lucas |
| Absent | • Sharon Feliciano |
| Staff Member(s) | Danielle Gahl | Seven DeBord |
| Other(s) |

18:36 Call to Order (Jen)

Approval of minutes from last meeting: (Put on hold for voting able meeting)

Open Issues:
• Minutes from November
  https://docs.google.com/document/d/1EEFhWF7Y4npQ30HzHITA+dGf7K5AFvluCLaM9L1X1YXU/edit?ts=569d6ded
• Minutes From December
  https://docs.google.com/document/d/1kdzUDSFzdkd_d3yWlVX6KxzZGTeNbn0e1c0p
New Business:

- Updating ED Job Description
  https://docs.google.com/document/d/1xW7vHnp2FSS2WHdaM7-s-255Qy696KPMsS5Vvy6RuT4Zg/edit
- ED recruitment timeline doc
  https://mail.google.com/mail/u/0/?tab=wm#inbox/152572288cd9c010
- Financials have to be finalized and on our website by the 31st for us to be in compliance with IRS requirements.
- Board Minutes have to be finalized and on our website (sensitive/personal information can be redacted) for IRS requirements.
- The bylaws say we have to have 7-15 board members. Those two+ empty chairs have to be filled immediately or we are in violation with the IRS, too.
- For Melodie to transfer 'ownership' of GeekGirlCon off of her name with the DOR, we need to have both a president and secretary elected.
- We need a decision regarding who Erica should transfer official ownership of the credit card to-- it won't affect personal credit score (I did more research) but we have to have one person take official ownership of the account.
- Danielle would like to re-introduce a plan for expansion. Now that we have financials in hand, our primary directors in place, and a more specific price tag, we think it could be our opportunity for revenue growth. Seven, our Con Operations Director and Amy, our Exhibitor Manager have a proposal and we have 100% buy in from staff.
- Presentation of the staff reorganization
- Fundraising (Added by Terra)
- Pay Jennifer Back/Getting a gift for Kristine (Added by Terra)

Notes:

- 18:35
  - November and December minutes approved by the board.
- 18:37
  - Katrina to review the board notes from November, December and January and send them to webteam@geekgirlcon.com and CC Danielle by 1/31.
  - Terra will review 2015 January - October and send in by 1/31.
  - Laura to compile and send out the Retreat Notes by 1/31.
The Executive Director position description needs to be updated.
Financials need to be reviewed and approved and up on the website by 1/31.
It is proposed that Kristine Hassell (Deputy Director) take ownership of the credit card and the board has no objections

Seven presents the financial proposal for the expansion of the convention.
Danielle presents the views of the staff on expansion of the convention.
Questions from the board to Danielle and Seven about the presented plan.

Jennifer calls for a vote for the expansion for 2016
All attending members vote in favor.

Danielle covers new Staff position - Manager of Diversity and Inclusion
The Web team is being moved into a new place more suited.

Terra updates everyone on fundraising opportunities.
Bites and Brews: Terra to send out e-mail with additional details.
There was a request from Terra to Staff about what it is that the board needs in order to get going on fundraising.

Terra proposes a gift for the previous Board President.

Update on adding Board members from Jennifer.

Jennifer proposes keeping the meetings going forward on the 3rd Thursday of the month from 6:30-8:30

Antonella motions to close the meeting and Katrina seconds.

Action Items for Next Meeting:
Katrina to update review the board notes from November, December and January and send them to webteam@geekgirlcon.com and CC Danielle by 1/31.
Terra to review the board notes from the rest of 2015 and send them to web@geekgirlcon.com and CC Danielle by 1/31.
Laura to send out Retreat Notes regarding committees by 1/31.