

GeekGirlCon Board Meeting
Minutes April 21st, 2016

GeekGirlCon Board Meeting - 2016/04/21 - 18:35 - 21:02

Location: Skype

Attendance:

Board Members: Terra Clarke Olsen, I-Wei Feng, Laura Lucas, Denee McCloud, Jennifer Stuller, Katrina Lehto, Sharon Feliciano, Maddy Vonhoff

Absent: none

Staff Member(s): Danielle Gahl, Courtney Basler, Rose Minier, Dheyvi Velagapudi

Other(s): none

Minutes prepared by: I-Wei Feng, Board secretary

Meeting convened to order: 6:35 pm, moved by Jen and seconded by Kat.

Introduction of attendees.

Open Issues:

- Website: Board Minutes, History. Sensitive information will be removed from BOD minutes dating back to October 2015 and posted on website. If remainder of minutes are too daunting, possibly form committee to complete task. Need for regular Executive Sessions to discuss sensitive information.
- Approve March Minutes: Kat moves to approve, Jen seconds. All present confirmed that they had read the minutes.
- Recruitment Committee (Kat); Bylaws; Committees vs. Board etc.
 - Use strategic plan to outline next round of board recruitment
 - Look over board interview questions to attract diverse people and recruit more skill sets
 - Talked to potential board members and committee members already in the pipeline. To keep candidates engaged and involved in GGC, Kat will invite them to join the Fundraising Committee and also keep candidates in the loop of appropriate committees as they are formed.
- Report from the ED (Danielle)
- Financial Report (Courtney/Danielle)
 - Summarized in ED report; draft working budget and balance sheet were presented. Formal working budget will be submitted

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by May 19th for board review and approval. Big props to Courtney for diligently consolidating our books.

- Sharon Feliciano signed off at 7:45 pm.
- Courtney and Dheyvi signed off at 7:56 pm.
- Fundraising Report
 - 3/23 Fundraiser Numbers & Summary (Terra) - See emailed report. Turnout was great and it worked wonderfully as a community/outreach event. Overall it was a success. Would like to have a number of small events year-round and an annual large fundraising event held at inclusive and diverse venues.
 - Give Big 411 update (Maddy)
 - Living doc of plan
 - Acknowledge and celebrate first major individual sponsorship from donor who has continuously supported GGC from formation.
 - Livestreaming session is being planned
 - 2016 Fundraising Plan and Goal
- ED Job Description (Terra & Kat)
 - Description shared with all board members and Interim ED via separate email.
 - All board members please comment.
- Strategic Planning Update (Denee) - Kickoff meeting was held on April 6th to discuss approach and process. Decision was made in kickoff meeting to only review Vision and Mission rather than undergo major rewrite. Reiterate that it's good to check in periodically on whether Vision & Mission need to be updated. Consultant research is underway both through 501 Commons and independent contractors. SP committee will meet again in May. Open up SP committee membership to staff for volunteers, prioritize recruiting volunteers who have experience or skills with surveys and/or monitoring & evaluation.

New Business:

- Insurance (Rose Minier) - overview of liabilities and insurance coverage options for the organization as a non-profit:
 - Financial
 - Indemnity clause
 - Fraud, malfeasance, misconduct
 - Lawsuits from employees
 - Financial oversight negligence

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- Additional coverage
- Convention has own insurance
- It is strongly recommended for GGC to consider getting insurance to cover legal costs to deal with unforeseen situations if a policy can be had at a reasonable cost
- Rose signed off at 8:44 pm
- Executive Session began at 8:44 pm

Action Items for Next Meeting:

Include person(s) responsible and due date

- I-Wei & Laura to remove sensitive information from GGC minutes dating back to October 2015 by May BOD meeting.
- I-Wei to create a timeline of all GGC minutes, dating back to incorporation (August 2010) and ask staff or board members to fill in gaps by May BOD meeting.
- All - review Board Minutes Best Practices by May BOD meeting:
 - I-Wei email link to document.
- All - Review and comment/approve on ED job description by 4/29.
 - Tara email link to document.
- Jen - Will present board brief at June staff meeting. Danielle will facilitate and advise on format.
- Danielle - Present Strategic Planning volunteering opportunity to staff by 4/27 and collect applications.
- Denee - Approach 501 Commons regarding D&O insurance options; also reach out to others in the non-profit community for referrals. Rose will help narrow down options and act as a resource. Report by May BOD meeting.

**Meeting adjourned: Jen moved to close meeting at 9:02 pm.
Directors unanimously seconded.**