

GeekGirlCon Board Meeting
August 24th 2017 Meeting Minutes

GeekGirlCon Board Meeting - 2017/7/25- 6:38 pm - 8:40 pm

Location: Environmental Works, 402 15th Ave E, Seattle, WA 98112

Attendance:

Board Members present: Katrina Lehto, Terra Clarke Olsen (Skype), I-Wei Feng, Sharon Feliciano

Absent: Maddy Vonhoff, Ethan Schoonover, Michele Carrico Domingo

Staff Member(s):

Other(s):

Minutes prepared by: I-Wei Feng

Meeting convened to order: 6:38 pm, moved by I-Wei and seconded by Kat.

- Approve July Minutes, Special SP Update Minutes (7/9/2017), Conflict of Interest Determination Minutes (7/17/2017) : I-Wei moves to approve, Sharon seconds the motion.
- Community Stories and Self-Directed Learning
 - Sharon -- community story is how supportive everyone has been. I was terrified on FB live, and I was sure that I was going to get a lot of hard questions, but most people were supportive. Many questions about SPB but were still supportive of convention. Talking with staff they were really supportive of moving forward with the con. Willing to help run Let's Play Stage, set up, stagehand.
 - Kat - Staff meeting was all about plans and actions to get the con done. I can reach out to people where roles are still unfulfilled. Impressed at how everyone was supportive of each other.
 - I-Wei - Have similar community stories as the rest regarding support. Most organizations, for-profit, non-profit, government, that bring on a PoC in a leadership role after the roles being fulfilled by white people, the first PoC is often thrown under the bus. THIS problem is not unique to GGC, and it's indicative of systematic racism. We should take our time to look at our own implicit biases and microaggressions.
 - We should bring in someone to coach us to break the cycle. Create budget line item to pay coaches.
- ED Report (Michele)
 - Tabled
- Financial reports (Terra)
 - Emailed to board for review.
 - Sharon is available to help with development work through Con.
 - Where we are in accounts payable vs accounts receivable with regards to the con?
- Continuity for VP, Treasurer, & Secretary (Kat, Terra, I-Wei) - discussion
 - Secretary continuity documentation - link in separate email
 - Kat's been writing up notes for VP.

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- Board Development Committee reports (Kat)
 - Emailed to board for review
 - 3 applicants in application review.
 - A seasonal volunteer is intending to apply to the board.
 - More potential applicants in pipeline.
 - We can take people who aren't local to Seattle, requirements are to be responsive to email and attend con.
 - Create a commitment form for board commitment, to use volunteer handbook form as basis.
 - Book recommendation for board, :
 - [The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives](#)
and
[Ten Basic Responsibilities of Nonprofit Boards, Third Edition](#)
 - BDC asks outgoing board members to refer 3 people to our board application.
 - Create charter for advisory board - I-Wei to send out draft
- Bylaws review & amend (I-Wei) - deliberate and vote
 - GoogleDrive is having technical difficulties, all proposed changes are lost and new copies are not allowing suggestions. Tabled and may vote by email before next regularly scheduled board meeting.
- Suggestion box (I-Wei & Sharon) - discussion
 - 5 submissions as of 8/24. We are reviewing them and determining how best to proceed.
 - Will add input field - add your email here if you'd like for us to respond directly.
 - Suggestion for rebranding - marketing is included in internal operations. It is definitely needed if people are perceiving that our current branding is not inclusive. Also, if we do update our mission, then rebranding will definitely be part of the discussion.
 - Suggestion for board accountability - will post board job description on Basecamp, board bylaws on BaseCamp, Board Recruitment Process on BaseCamp. Will post articles on expectations of non-profit volunteer boards with regards to reviews and accountability. Board discussing transparency measures.
 - This suggestion box is not a black hole :) Decisions on implementing suggestions are to be made between the board and Executive Director; if going forward with the suggestion, the ED will work with staff and community for input. We're going to add an opal email field to input for direct response if requested.
 - Suggestion regarding community outreach, the board can work with Mox to put on those outreach events. And will explore restructuring the outreach effort so that it gets best return for effort.
 - Comment regarding job satisfaction will be discussed with the director of the department and ED.

New Business

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- Con Ops 2.0 (I-Wei) - First meeting last Thursday, second meeting tonight. Lots of staff going above and beyond to take on roles outside of their assigned tasks. Onboarded a seasonal staff person to take on Exhibitor Service. The ball is rolling.
- Board procedures for addressing grievances, investigations, documentation (I-Wei) - encourages board members to look at blogs and publications regarding best practices, bring information back to share at next board meeting.
- Board procedures for matters requiring urgent action, i.e. how to proceed if meetings do not have quorum or written deliberations/voting do not reach $\frac{2}{3}$ majority. (I-Wei) - encourages board members to look at blogs and publications regarding best practices, bring information back to share at next board meeting.
- Invitation of staff to observe board meetings. (I-Wei) - encourages board members to look at blogs and publications regarding best practices, bring information back to share at next board meeting.

- Executive Session 6:40 pm-7:21 pm
 - Discuss HR and PR activities in the last month.
 - Continuity planning

Kat moved to close meeting at 8:40 PM. Terra seconded. Meeting adjourned at 8:40pm.

