

GeekGirlCon Board Meeting
February 16th 2017 In-Person Meeting

GeekGirlCon Board Meeting - 2017/2/16- 6:37 pm - 8:30 pm

Location: TisBest office, Seattle

Attendance:

Board Members present: Jennifer Stuller, Terra Clarke Olsen, I-Wei Feng, Maddy Vonhoff, Sharon Feliciano, Denee McCloud

Absent: Katrina Lehto

Staff Member(s): Michele Carrico Domingo

Other(s): none

Minutes prepared by: I-Wei Feng, Board secretary

Meeting convened to order: 6:36 pm, moved by Jen and seconded by Terra.

Open Issues:

- Approve January Minutes: Terra moves to approve, Sharon seconds the motion.
- Strategic Planning Update (Denee) - Review Erin's comments & make suggested changes.
 - Vote to approve plan - Denee moves to approve the strategic plan, Jen seconds. Strategic plan is approved.
 - Questions via Erin
 - How often will we revisit the strategic plan to measure progress? For staff, ED to review goals monthly at regular check-ins. Same for board as part of board meeting.
 - Do you want to have a separate section of your meeting time specifically spent on the strategic plan progress? Or would you rather integrate it into your areas of work. For example, does your marketing report include an update on the status of all marketing appropriate indicators? Each committee with assigned strategic goals will check in with progress at every board meeting as a separate section addressing strategic goals. SP committee will provide guidance on timeline and feasibility of achieving goals, using this information to build future strategic plans.
 - Who is responsible for updating the strategic plan? Do you want progress tracked throughout the year on the indicator pages? If so, who will do that? Updates will be made regularly to the central Strategic Plan by the Executive Director and Denee -

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with one archived copy of original goals, and one working copy of goals for updating regularly. Will need someone with SP/organizational development to co-chair strategic planning committee when Denee steps out of her board role.

- Do you want to revisit the strategic plan goals at any point during the year to possibly revise? I recommend circling back to the goals in August or thereabouts (perhaps the same time as the budget gets revisited?) and making any goals and tactics changes then so there are no surprises at the end of the year. Strategic plan will be revisited at 6 month mark for % completion - July, then hold SP meeting.
 - Link for SP Review & update metrics will be sent out separately.
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- ED Recruitment Committee (Terra) - Executive Director onboarding overview. There's quite a lot to do in the months leading up to recruitment and hiring our first employee, it's been a frustrating process navigating Washington state and Federal paperwork to start payroll. Michele will set up timesheet for recording hours, send to Jen (board president) for approval before sending to payroll services.
 - Financial reports (Terra) - accounts overview, still doing good
 - Fundraising & Grantwriting (Sharon) - Donations from Welcome ED party. Could've made a better pitch for donations through verbal communication and marketing. Plan to do another fundraiser event soon. We will also take part in GiveBig on May 10th. Discuss within Fundraising Committee for strengthening our ask for donations at the convention. Potentially get a consultant to train us for a couple of hours in fundraising. Fundraising meeting on March 8th. Send ideas to fundraising committee to any of the members: Terra, Sharon, Maddy, & I-Wei
 - Board Development (Maddy & I-Wei)
 - StrengthsFinder - tabling until we have a full roster on our board. Maddy will start putting together a chart of board strengths.
 - Recruitment - we will ask for board candidate finalists after interviews for references as part of vetting process starting with current candidates in pipeline. Voting in new board members will be by majority when the voting membership meets quorum.

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- Sharon & I-Wei will work together to put add board expectations into the board application, as well as put together rosters of memberships to committees.
- Budget -
- I-Wei will send online fundraising course materials to Fundraising Committee members.
- Recruit potential board members at United Way Project Lead Graduation on April 15th. Recruiting committee will gather information for this event and send to board members.
- Easing the onboarding of new board members through onboarding a few at the same time or having board mentors.

New business:

- Executive Director Report
- Executive Session 8:00 PM - 8:30 PM.

Action Items for Next Meeting:

- I-Wei will send online fundraising course materials to Fundraising Committee members.

Terra moved to close meeting at 8:30 pm. Jen seconded. Meeting adjourned.

