

GeekGirlCon Board Meeting
January 2017 In-Person Meeting

GeekGirlCon Board Meeting - 2017/1/19 - 6:38 pm - 9:13 pm

Location: Cafe Mox, Seattle

Attendance:

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

Absent: Denee McCloud

Staff Member(s): Michele Carrico Domingo

Other(s): none

Minutes prepared by: I-Wei Feng, Board secretary

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

Open Issues:

- Welcome Michele - quick bios
- Executive Session - 6:38 pm -7:38 pm
- Approve November Minutes: Kat moves to approve, Terra seconds the motion.
- Strategic Planning Update (Jen) - Review Erin's comments & make suggested changes. Tabled until Denee returns, potentially hold a separate SP meeting
 - Questions via Erin
 - How often will we revisit the strategic plan to measure progress? Monthly? Quarterly? Less?
 - 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?
 - 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?
 - 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

GeekGirlCon Board Meeting
January 2017 In-Person Meeting

goals and tactics changes then so there are no surprises at the end of the year.

- Review & update metrics, & Vote to approve plan

- ED Recruitment Committee (Katrina/Terra)
 - Question regarding who holds paperwork and runs payroll - paperwork keeper to be determined. For payroll services, getting pricing from 501 Commons and also independent consultant
 - Letter of understanding - will finalize with ED through remainder of January
 - Onboarding items - electronic and physical
- Financial reports (Terra) - accounts overview, we're in the black
- Fundraising & Grantwriting (Sharon) -
 - GiveBig in a few months (Terra) - we should start thinking about tactics, draft a plan with staff input on updating messaging, copy and graphics, promotional channels. Board should be working with staff to create structure to cultivate individual and corporate donors at Con.
 - ED Introduction Party 2/4 (Sharon)- Welcome from President. Have donation envelopes and credit card processing ready, as well as an Ask for fundraising, as well as recruit board members at the special event.

- [Review bylaws](#) (all)
 - Board terms and Voting (Jen, Kat) - board member term is 2 years, and officer position is 2 years, but if a board member is elected to officer position 1 year into board duty, officer position may be vacated yearly if board member does not renew board term. But if officer would like to serve out term, is board member term extended as well? Add interim terms? How do we amend/restructure the bylaws regard board term so the board can best serve GeekGirlCon while maintaining continuity?
 - Jen, Terra, Kat, and Sharon's board member terms are up for renewal.
 - Maddy moves to renew board member standing of Jen, Terra, Kat, and Sharon. I-Wei seconds, unanimous approval from board members present at meeting.

GeekGirlCon Board Meeting
January 2017 In-Person Meeting

- Kat would like to become interim vice president to ease transition. Terra would like to become interim treasurer.
- For February board meeting, outgoing officers to create continuity plan, documenting essential knowledge and tasks for the incoming officer. Amended 170216: The intention is for transfer and transition of officer roles to be completed by GGC2017.
- Board Development (Maddy & I-Wei)
 - StrengthsFinder(tabled for February's meeting) - will also do as new board members join.

New business:

- Board development (Kat, Maddy, I-Wei)
 - Recruitment - open call for all genders and ages (minimum 18 years old), updated application with instruction to send resume to Board.
 - Consider creating a budget for board development to pay for StrengthFinder and classes.
- Communication - sussing out ideas vs mandates, and establishing boundaries for board members. Direct any ideas, mandates, potential volunteers and community liaisons to Michele. Suggested taglines: FYI, Networking, Intro, use descriptive email subject line.

Action Items for Next Meeting:

- **Jen, Kat, and Terra** to create continuity plan, documenting essential knowledge and tasks for the incoming officer. For ideas, see Basecamp->Docs & Files->Board Onboarding->Board Secretary Onboarding.
- **Jen** to consult with Erin regarding bylaws regarding board terms.
- **All board members** - bring at least one potential board member to ED welcome party. Kat & I-Wei will send their contacts to board members so board member who are at the party can have a meet & greet with candidates.
- **I-Wei** will send BoD application to Michele.

GeekGirlCon Board Meeting
January 2017 In-Person Meeting

Kat moved to close meeting at 9:13pm. Terra seconded. Meeting adjourned.

