

GeekGirlCon Board Meeting
April 23rd 2018 Meeting Agenda

GeekGirlCon Board Meeting - 2018/4/23 - 6:30pm - 8:30 pm

Location: Hangouts, phone

Attending: Monica Reinmiller, I-Wei Feng, Ian Maddox, Madalyn Gordon, Sharon Feliciano, Wendi Dunlap, Bridget Brave

Unable to attend:

Minutes by: Ian

Meeting convened to order: 6:40 pm, moved by I-Wei and seconded by Bridget.

- GeekGirlCon Meeting Agreement Norms
 - Assume Good Will
 - Honesty in speaking and listening
 - Respect
 - Compassion
 - Everyone has chance to have voice heard
 - Willingness to listen w/o being defensive - be aware of how you might go there
 - Know how much time you're taking up, mindful of time
 - What we want to take away -- Focus
 - Applying equity lens to decision making
- Approve March Minutes. Sharon moves to accept minutes after corrections, Wendi seconds.
- Community Stories and Self-Directed Learning
 - Grant application season - questions are often strangely written without giving applicants ideas on what the answer should be, sometimes the questions are not grammatically correct.
 - Sharon & Maddie met with Nelly at Card Kingdom - they were our sponsors last year and we still have events to follow through for our contract. They're very happy to continue to partner with us and supportive of our work. We're looking forward to holding event there. Potential events: trivia nights (Bridget can host).
- Financial oversight Board & Operationally (Monica & Ian)
 - Bookkeeping status
 - Monica gave full report including some errors in last year's records that were found and fixed this year
 - Requested board prioritize outside support for bookkeeping
 - Budget for bookkeeping is included in 2018 budget plan at \$1,200/mo for 20h/mo

GeekGirlCon Board Meeting
April 23rd 2018 Meeting Agenda

- Fully informed 990 filing relies on proper classification of past purchases
- Discussed options for contacting purchasers and folks monitoring purchases in 2017 to validate entries
- Monica performed initial review of the 3 different options discussed previously
 - Charity rising
 - Your Man Friday
 - Rainier Valley Corps
- We are ready to work through re-issuance of debit cards to a restricted audience, as needed.
- [Draft PO document](#) has been submitted for review
- **Board moved to vote on a bookkeeping company**
 - **Sharon moved to keep Charity Rising in place for bookkeeping**
 - **Seconded by Bridget**
 - **Vote results: Aye, all present**
 - **Charity Rising shall be retained**
- Budget
 - Consolidation is nearly done with exception for programming, new figures for Halloween (est \$750), community outreach (staff & board training), table+registration fees for other events, speaker expenses, and improved income estimates
 - Discussed timing for approval vote
 - Monica's recommendation is to hold vote at May board meeting unless we have large purchases in the meantime
 - Discussed costs of expanding insurance coverage for 2018 including est of addition of unaccompanied minor coverage
 - Proposed postponing vote until details are finalized and holding a special board meeting
- 990 IRS Filing
 - Monica gave update. Everything reconciles.
 - Classifying expenses is ongoing (see above)
 - Deadline is May 15
 - **Proposed filing extension (until November) to give more time to classify expenses**
 - **Monica moves to file extension**

GeekGirlCon Board Meeting
April 23rd 2018 Meeting Agenda

- **Seconded by maddie**
- **Vote results: Aye, all present**
- Expense reimbursements
 - Monica and Ian will work together to build a reimbursement form
- GDPR alert from Google Apps
 - Discussed restrictions put in place by GDPR
 - Discussed excluding EU located users from targeted marketing (Facebook ads)
 - Sharon will notify marketing team to exclude overseas audiences from targeting
- Debit Cards
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- Operational Matters
 - Bylaws
 - Proposed adding bylaws review to board retreat (post-event)
 - Mail box options
 - Sharon spoke to the UPS store today. Our mail is on hand there
 - Discussed getting new card on file
 - Will visit the box this week
 - Researched costs of virtual mailbox (scanned mail)
 - Discussed USPS informed delivery
 - Sharon looked into resetting authorized mail checkers list
 - Nobody currently on file with key
 - Ian has one key
 - Debit cards & Amazon purchases approval (Ian & Monica)
 - **Proposed Sharon and Ian go to Chase to have cards issued**
 - **Monica moved to approve**
 - **Wendi seconded**
 - **Vote results: Aye, all present**
 - Amazon
 - Discussed adding new people as buyers
 - Added all present as approvers
 - Policies & Procedures (I-Wei & Monica)
- Board Development Committee reports (Board/Sharon)

GeekGirlCon Board Meeting
April 23rd 2018 Meeting Agenda

- Keys
 - [Created a spreadsheet to keep track of key assignments](#)
- Department reports
 - Each board lead to email status and happenings
- Suggestion box review
 - No new additions
- Insurance (Wendi)
 - Currently investigating unacc minors
 - At a minimum we should establish a policy
 - Not currently covered: Assets in staff possession
 - Ex: Merch stolen from a staff member
- Board meeting - Choose date & location for May Meeting
 - Tentatively scheduled online (Zoom) for May 14th at 6:30pm
- Data retention policy for former staff and board members
 - Technical group is currently archiving email and docs
 - Andrew is responsible for managing access to archives
 - He is requesting a board policy for authorization
 - Ian proposed 3 options
 - Full board vote
 - Single board member approval
 - Double board member approval
 - **Ian moved to establish double board member written approval (via email) for access to former staff and board member digital assets**
 - **Seconded by Sharon**
 - **Vote results: Aye, all present**

New Business

- Ongoing - Board outreach and fundraising
 - Discussed holding an outreach event at Arcane Comics on FCBD 2018
 - Wendi discussed department job descriptions
 - Dir community outreach addition of more details
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- Board succession and transition updates
 - **Vote on changes to community outreach team and admin JDs with addendum to move street teams and PR under marketing**
 - **Moved by Wendi**

GeekGirlCon Board Meeting
April 23rd 2018 Meeting Agenda

- **Seconded by Sharon**
- **Vote results: Aye, all present**
- **Vote to offer position of Panel Programming Director to Tiffy Daud**
 - **Moved by Sharon**
 - **Seconded by Maddie**
 - **Vote results: Aye, all present**
- **Vote to offer position of Interactive Programming Director Alyssa Jones**
 - **Moved by Sharon**
 - **Seconded by Bridget**
 - **Vote results: Aye, all present**
- **Vote to offer position of Inclusion and Equity Director to Kristine Hassell**
 - **Moved by Sharon**
 - **Seconded by I-Wei**
 - **Vote results: Aye, all present**
- **Vote to waive requirement of board approval on hiring when there is a board member on a hiring cmte for positions manager or above providing board signoff is available.**
 - **Moved by Sharon**
 - **Seconded by Maddie**
 - **Vote results: Aye, all present**

I-Wei moves to adjourn meeting at 9:30 pm PT. Ian seconds. Board meeting adjourned.

