

GeekGirlCon Board Meeting
January 8th 2018 Meeting Minutes

GeekGirlCon Board Meeting - 2018/1/8 - 6:30pm - 8:30 pm

Location: Zoom.us

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

Absent: Alexandra Geneser

Staff Members:

Others:

Meeting convened to order: 6:43 pm, moved by I-Wei and seconded by Sharon.

- 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 November Minutes. Sharon moves to accept minutes after corrections, Madalyn seconds.
- Financial oversight Board & Operationally - Monica suggests that we should recruit a CPA onto the board for the board oversight on budgetary concerns, and we should recruit a CFO to manage approvals & policies separately from spending. Monica will figure out what 501 Commons is doing for us on bookkeeping, if we need different services and what we need to do ourselves.
- Community Stories and Self-Directed Learning
 - Sharon had a conversation last month with a coworker, she considers herself to be the feminist but hates GeekGirlCon. Sharon engaged her to hear more about why she has this opinion. Sharon explains that a lot of people who self-identify as Geek Girls do not feel included or welcomed in other geek spaces, and also lots of other folks who do not feel welcome at the other conventions can feel at home at GGC. Sharon thinks that this person will be convinced to attend GGC this year.

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- Wendi mentioned that there's interest from the NW POC Geek community to sponsor a screening for the upcoming Black Panther film for low-income black students in the area. People have asked if GeekGirlCon can help organize the screening; a couple of routes is asking a theater to donate a show, or have a micro-fundraiser for people to donate funds. Wendi would recommend distributing tickets through one or two local high schools. Board suggests ways to fundraise, and also considering the maturity rating of the film in case parental consent is needed.
- Wendi is organizing a Black Panther panel at B&N Southcenter, to get the black community engaged in the panel and as a fundraiser. No date is set, but Wendi will connect with them as soon as she's able to get into her GGC email to choose a date.
- Policies & Procedures
 - Whistleblower policy and follow-up with Wayfind legal clinic to get the policy vetted - Sharon or Wendi will attend the clinic on January 17th. We can draft a policy to send to Wayfind to review ahead of time. I-Wei will start a first pass and hand it off to Bridget tomorrow.
 - Distribution and use of content recorded at GeekGirlCon convention; licensing options available to creators and panelists outside of GeekGirlCon. If outside creators and panelists want to use footage acquired at GGC, they hold the licensing. It's probably not something we need to worry about right now.
 - Board to formulate first draft of these policies, and revisit when we have an ED.
 - Board accountable to staff with:
 - Top 5 Board priorities
 - HR infrastructure & frameworks for policies - communication standards, grievances, whistleblower (in progress, see above), professional development (Sharon & Madalyn to start work on manager training, Madalyn & Shubz are working on communication workshop). Sharon would like to prioritize grievances policy. Sharon moves to form an ad hoc committee formed cross-functionally from board and staff to put together a grievances

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procedure, and what to expect for follow-up actions and responses; defining what constitutes a grievance -- violating policy, values inconsistent with org's, and procedures, and not something related to personality clashes. I-Wei seconds. Ian volunteers to help Sharon with the committee, with staff involvement by invitation. Board to nominate staff members who could be good for the committee.

- Creating and implementing policies for compliance as a non-profit organization
- Budget - Monica will try to work with operational leads before the end of the month, after understanding the financials with regards to revenue streams.
- Living calendarized work plan document - It lives in Google Team Drive under Calendar of Operations. Please share with functional group leaders.
- ED recruitment plan - With the task forces working, when do we pull the trigger to start recruiting the next executive director? We can conduct interviews making our organization's status with regards to structure clear, and hire the right person who is willing to work to define the structure. Can we get some outsource part-time administrative support, so it's less of a load operationally while the board focuses on the ED recruiting strategy? Monica will send the contact to the board so the board can become familiar with the service and the scope of work for admin service; if we're interested in pursuing this service, we can start looking at different options.
- Leave Volunteer ED posting up on website for now. I-Wei can post Volunteer ED posting on Volunteer Match. Where else should we post our volunteer positions? Table discussion for next meeting.

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- Officer Elections
 - Secretary - Sharon nominates Ian Maddox, Bridget seconds. Ian accepts nomination. I-Wei moves to vote on the secretary. Unanimous yea from board members present. Ian Maddox is voted in as board secretary.
- Board Development Committee reports (Monica)
 - In the last two months, we've interviewed two candidates, with staff on the interview committees. The committee felt that the candidates were not a good fit for GeekGirlCon's board at this time. These individuals are enthusiastic, and we're hoping they're interested in volunteering as staff or join a committee, their areas of expertise are valuable to us.
 - Please send ideas and referrals to the board development committee bdc@geekgirlcon.com, specifically people with HR and finance experience.
- Department reports - each board lead to email status and happenings
 - Sponsorships
 - Con Operations
 - Marketing/Communications
 - Programming
- Financial reports - tabled
- Bylaws review & amend (I-Wei) - invitation to look at bylaws on the board team drive to make suggestions and comments.
- Board procedures for matters requiring urgent action, i.e. how to proceed if meetings do not have quorum or deliberations/voting do not reach $\frac{2}{3}$ majority. (I-Wei) - encourage board members to think about methods to make decisions on urgent matters. Tabled.
- Suggestion box review - no new entries.
- 2018 Budget - ask the most senior manager from each department to give us their budget for 2018. Raychelle will talk to the managers to implement reporting and financial oversight processes.
- Access control - Monica will talk with Andrew on access controls, and monthly audits. Ian is now working with Andrew and Constance on this project.

New Business

- Insurance - We have D&O, and purchase event insurance for the con. Do we need an umbrella policy for better coverage and potentially reduce cost? Wendi will do some digging.

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- Board meeting recurring meeting time change. I-Wei proposes moving board meetings, will email to discuss.
- For all of the open positions - who's hiring manager, who's the interview committee - tabled

I-Wei moves to adjourn meeting at 9:24 pm. Sharon seconds. Board meeting adjourned.