GeekGirlCon Board Meeting - 2018/3/19 - 6:30pm - 8:30 pm
Location: Monica’s home, Hangouts, phone

Attending: Monica Reinmiller, I-Wei Feng, Ian Maddox, Madalyn Gordon, Sharon Feliciano
Unable to attend: Wendi Dunlap, Bridget Brave
Minutes by: Ian
Meeting convened to order: 6:50 pm, moved by I-Wei and seconded by Monica.

- 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 February Minutes. I-Wei moves to accept minutes after corrections, Madalyn seconds.

- Community Stories and Self-Directed Learning
  - Monica and I-Wei discussed recent learnings

- Financial oversight Board & Operationally (Monica & Ian)
  - Bookkeeping status
    - Monica researched current status of 501 commons work and found they stopped updating the books as of June 2017
    - We continue to try to get the contract from them
    - 990 form is due May 15, so we continue to press them. We may need to pay someone to backfill bookkeeping work.
    - Do we go back to 501 Commons? We are not happy with their handling of the books when their employee went on leave.
    - Discussed potential CoI for a potential replacement bookkeeper and determined there was nothing out of order.
Quickbooks subscription needs to be renewed

Alternate bookkeeping/accounting services proposed:

- Your Man Friday [https://www.ymfseattle.com/](https://www.ymfseattle.com/) [matt@ymfseattle.com](mailto:matt@ymfseattle.com)
- Rainier Valley Corps is also a local organization supporting non-profits in operational needs.
- Jolie Estes from Charity Rising

Monica is working to get all the dept heads to deliver stable budgets by EoW.

- Bank account ownership transfer
  - Ian is Primary, I-Wei is a signer. No active debit cards.
  - Christine has the sole CC

- Lock box
  - Ian has key and box
  - Arrangements have been made with I-Wei to hold backup key and for emergency access
  - Alt backup physical access arranged with Sharon

- Mail box
  - Discussed new options for mail gathering and check depositing
    - Options
      - Sip & Ship
      - Staffer tasked with checking mail
      - EarthClassMail and similar services
    - Sharon will do a CMA

- Debit cards & Amazon purchases approval
  - Discussed a more centralized strategy for approving payments and how many new debit cards we need.
  - Discussed an efficient process for getting approvals without blocking ICs.
  - Managers above IC would be IC purchase approver
  - Discussed giving Jolie the responsibility of acting as IC purchase order processor, Quickbooks entry, and coordination with the bookkeeper to ensure books are closed each month

- Salesforce approval
  - Agreed to green-light signing up for Salesforce and using up to 10 licenses (the cap for free nonprofit usage)
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- Andrew and Constance will manage for now
- Policies & Procedures (I-Wei & Monica)  
  - Discussed whistleblower and conflict of interest policies.
  - Discussed next steps for background checks.
    ■ Formed an action plan for creating a list of disqualifying actions that are equitable for all involved.
- Board Development Committee reports (Monica)  
  - Discussed interviewing new candidates and approaches to ensure ownership is maintained for the various responsibilities
  - Discussed transitioning Board development to Sharon
- Department reports - each board lead to email status and happenings  
  - Sponsorships  
  - Con Operations  
    ■ Actively interviewing Dir of Panel Prog, Dir Interactive Prog, Corp sponsorship Manager, and others  
    ■ They are seeking interpreters, board is still processing  
    ■ Still hiring for internal ops  
  - Marketing/Communications  
  - Programming
- Financial reports  
  - Suggestion box review  
    ○ Empty
- Insurance (Wendi)  
  ○ [Written update TBD]
- Board meeting - Choose date & location for April Meeting
- Management decision - Agreed to have exec meeting to follow up on

**New Business**
- Data retention policy for former staff and board members  
  ○ Ian described the situation where email accounts for former staffers have been archived but we don’t have formal controls over who can access them.
  ○ Board discussed potential policies for access.
  ○ Monica moved to draft a protocol for handling inboxes and filed for former org members. Madalyn seconded.
    ■ Vote: Aye, Unanimous
- Sharon moves to hire an administrative adsistant and bookkeeper. Seconded by Monica.
  ○ Vote: Aye, Unanimous
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- Ian seeks consensus on CRM software decision

Monica moves to adjourn meeting at 8:38 pm. I-Wei seconds. Board meeting adjourned.