

GeekGirlCon Board Meeting  
March 19th 2018 Meeting Minutes

**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.

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- Quickbooks subscription needs to be renewed
- Alternate bookkeeping/accounting services proposed:
  - Your Man Friday <https://www.ymfseattle.com/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.
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- 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 assistant 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.



