

GeekGirlCon Board Meeting  
May 14th 2018 Meeting Agenda

**GeekGirlCon Board Meeting - 2018/5/14 - 6:30pm - 8:30 pm**

**Location:** Hangouts, phone

**Attending:** Ian Maddox, Sharon Feliciano, Wendi Dunlap, Bridget Brave

**Unable to attend:** Monica Reinmiller, Madalyn Gordon.

**Minutes by:** Ian

**Meeting convened to order:** Sharon @ 6:47, 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 April Minutes.**
  - Sharon moves to accept minutes after corrections, Wendi seconds.
- Discussed logistics for mail collection to ensure we do not fall behind
  - UPS store can package up our mail and re-ship it to a more convenient location if nobody can go there
- **Community Stories and Self-Directed Learning**
  - From Maddie:
    - Tabling at Arcane Comics for Free Comic Book day was AWESOME! The line was out the door for the first three hours and included a ton of women, girls, and women/girls of color specifically! We had at least 25 people engage in conversations with me and a ton of them were VERY excited as they hadn't heard of us before and can't wait to come this year.
    - Mom's Brunching House at Mox Boarding House card-making was a ton of fun. A huge thanks to Sharon and Wendi for helping volunteer, and to Angie for coming in clutch with a last-minute postcard drop-off as we had all run out of our personal stashes. This was a GREAT

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opportunity for us to stress how family-friendly GGC is, and a lot of people were very excited to hear that and hopeful to attend in October. It was also beneficial for Mox as a few moms made their plans to visit Mox because of our social media posts/emails (woohoo, go comms/marketing team!)

- Sharon, Bridget, and Wendi shared experiences of GGC recognition and interaction in the community
- **Wayfind legal pro-bono help with Whistleblower policy, conflicts of interest policy and advice on background checks.**
  - Contract is here:  
<https://drive.google.com/file/d/0B8xSAIhkoQkOVFmUS02WnJhVmpkM0IxT0k0QnRnemVPdWY4/view?usp=sharing>
- Ian moved to accept this agreement, Seconded by Bridget
  - Vote Aye: unanimous
- Financial oversight Board & Operationally (Monica & Ian)
  - Bookkeeping status
    - 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**
    - Ian covered recent copies of keys and updated the [tracking sheet](#) for the handover of the storage key to Sharon
  - 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

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- 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**
  - Classifying expenses is ongoing (see above)
  - Deadline is May 15
  - **Proposed filing extension (until November) to give more time to classify expenses**
    - Sharon said we believe the extension has been filed by CharityRising
  - **Monica moves to file extension**
    - **Seconded by maddie**
    - **Vote results: Aye, all present**
- Expense reimbursements
  - Monica and Ian will work together to build a reimbursement form
- **Debit Cards**
- **Mail box update**
  - Sharon spoke to the UPS store today. Our mail is on hand there
- Board Development Committee reports (Board/Sharon)
- Programming (Wendi)
  - Discussed changes to feature contributor curation process
  - Reminded board we need to move forward on our Diversity and Inclusion statement in work by Christine. Discussed approaches to help this process. Bridget proposed reaching out to other boards. Sharon will also check in with Christine.
- **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 June Meeting
- Data retention policy for former staff and board members
  - Technical group is currently archiving email and docs

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**New Business**

- Department reports
  - Maddie:
    - Kristine, Sharon, and I are meeting with Nelly at Mox this Friday to fully flesh-out what events we'll be doing up until the con. Right now we're hoping for an August fundraiser and a June 16<sup>th</sup> "Free RPG Day," but to do the latter, we REALLY need to get some GM/DMs on deck to run some RPGs and we haven't received any volunteers for that yet (I have more than enough tabling volunteers though).
- Marketing (from Sharon)
  - Explained progress in swag and merch selection, diversity, and sizing. In progress under Angie. Work on poster (in lieu of programming book) is ongoing.
- Sponsorship (from Sharon & Bridget)
  - Sharon - We are still looking for a corp sponsorships lead. We created a donors and connections list.
  - Give big netted >\$14K after matches
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- Ongoing - Board outreach and fundraising
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- Board succession and transition updates
  - Sharon - Would like to recruit a board member with financial experience
  - Ideally a CPA or CFO type, but solid bookkeeping will do Seeking VP board member
  - Wendi mentioned a lead who would be a great fit if role is still open in September
  - Bylaws require 7 seats
  - **Wendi motioned to make Sharon new president**
    - **Seconded by Bridget**
    - **Vote: Aye unanimous**
  - Wendi proposed board purchase small gift to thank her for her service, dedication, and amazing leadership
    - **Vote: Aye unanimous**

**Meeting adjourned** at 7:36pm moved by Sharon seconded by Bridget



