GeekGirlCon Board Meeting - 2017/11/18 - 3:07 pm - 4:54 pm
Location: 2200 Westlake, Zoom.us
Attendance:
Board Members present: I-Wei Feng, Sharon Feliciano, Bridget Brave
(Zoom.us), Madalyn Gordon, Monica Reinmiller, Alexandra Geneser
Absent: Jeanette Hotes-Aprato (Director of Internal Operations)
Staff Member(s):
Other(s):
Minutes prepared by: I-Wei Feng

Meeting convened to order: 3:07 pm, moved by I-Wei and seconded by
Sharon.

- Introductions
- 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 October Minutes - Sharon moves to approve the minutes,
  Maddie seconds.
- Community Stories and Self-Directed Learning
    - Wrap-up retreat -
        - Anti-Racism training - good at apologizing, good at
          acknowledging good work, bad at making PoC do
          emotional labor, bad at helping out PoC when help is
          needed. The lists of things we are good at and bad at are
          contradictory - lots of passion and drive, but logistical and
          operational, e.g. communication.
        - Things to work on from second phase - organization
          development, planning, tackling big questions in
          Mission/Values/Vision, Leadership, Logistical. Formed ad

hoc committees with leaders and members immediately, to meet twice prior to January staff meeting and bring back results. We do need to clearly define board roles & responsibilities and communicate them to the staff. There are a number of topline operational items that need to be done, e.g. budget, calendar, where the ED will make decisions. Board will make a list of responsibilities of board charter, interim board responsibilities in absence of an ED, and where these responsibilities will be handed back to the ED. Alexandra will locate a board charter template and send to board.

- Alexandra warns the board that when board takes on ED's responsibilities, the board president is going to be optically the organization's lead. Terra reiterates that we need to do a lot more change management when we bring on a paid ED. We also need a clear training schedule and documents for the next ED.

- What is our model - will we be a paid staff model or volunteer-led model moving forward? Most the staff seem to want us to move forward as a paid staff model, especially when we applying an equity lens to our organization as one that supports women and communities of underrepresented people. We should develop a multi-year strategic plan to support this goal.

- Policies & Procedures
    - Fiscal accountability and reporting, delegation, signing authority. One or two board members to reach out to Raychelle to talk to her what she does, get information before she meets with other managers, and work with her before communicating policy to managers. Monica will talk to Raychelle.
    - Other essential policies - e.g. conflict of interest audits (Alexandra), whistleblower (Sharon).
    - Distribution and use of content recorded at GeekGirlCon convention; what are the nCreative Commons licensing options available from GeekGirlCon to creators and panelists. Bridget to look at CC options for initial clarification, board will review annually.

- ■ Board to formulate first draft of these policies, and revisit when we have an ED.
- ■ Board to come back to staff with:
  - ● Setting expectations for board, clarify board roles and responsibilities
  - ● Takeaways from the retreat
  - ● Top 5 Board priorities
    - ○ HR infrastructure & frameworks for policies -- communication standards, grievances, whistleblower, professional development
    - ○ Creating and implementing policies for compliance as a non-profit organization
    - ○ Budget
    - ○ Living calendarized work plan document
    - ○ ED recruitment plan
  - ● Will begin planning ED recruitment
  - ● Organizational leader - for all unanswered operational questions, send to I-Wei as President who will triage to the board and managers.
  - ● Board will be very participatory going forward, in order to understand the staff culture better and not to micromanage.
- ● Board Candidate Deliberation and Voting
  - ○ Ian Maddox - I-Wei moves to vote on accepting Ian on board of directors. Sharon seconds. Vote is unanimous yea from board members present.
- ● Officer Elections
  - ■ Vice President - Sharon self-nominated in August, I-Wei second. Vote is unanimous yea.
  - ■ Interim Treasurer - Monica self-nominates for interim treasurer, Sharon seconds. Vote is unanimous yea.
  - ■ Secretary - Alexandra self-nominates for secretary, Maddie seconds. Vote is unanimous yea.
- ● Board Development Committee reports (Sharon & Monica)
  - ○ Interview on Tuesday.
  - ○ Being more selective in resumes and applications - to focus on individuals with more leadership or NGO experience.
  - ○ Sharon is now the chair of the BDC per bylaws.
  - ○ Encouraging applicants to engage in other parts of our work.

- Department reports - each board lead to email status and happenings
  - Sponsorships
  - Con Ops
  - Marketing/Communications
  - Programming
- Financial reports (Terra/Jeanette) - tabled.
- Bylaws review & amend (I-Wei) - tabled.
- Board procedures for addressing grievances, investigations, documentation (I-Wei) - tabled.
- Board procedures for matters requiring urgent action, i.e. how to proceed if meetings do not have quorum or deliberations/voting do not reach ⅔ majority. (I-Wei) - tabled.
- Suggestion box review - will discuss via email.

New Business
- 2018 Budget - ask the most senior manager from each department to give us their budget for 2018. Raychell will talk to the managers to implement reporting and financial oversight processes.
- Management training - Sharon and Maddie will put together a People Manager 101 course for people managers -- feedback, hiring, training, corrective actions. Terra can lead a training in AGILE.
- Access control - Monica will talk with Andrew on access controls, and monthly audits.

    I-Wei moves to adjourn meeting at 4:54 pm. Monica seconds. Board meeting adjourned.