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| Type of Meeting | Board Meeting…virtual | | Call to Order | 7:31 PM CST |
| Date of Meeting | June 7, 2021 | | Adjourn | 9:22 PM CST |
| Roll Call-Present | Karen Poteet | Sue Dondiego | Arnie Eby, Guest | |
| | Tom Rector | Mary Beth Dondiego | | |
| | Peggy Kirby | Jessica Lloyd-Rogers (arrived 8:00 PM) | Irene Clements, staff | |
| | Cate Hawks (excused at 7:45 PM) | Shawn Johnson | Sharon Hollman, staff | |
| | Tammy Wells | Bob Ruble | | |
| Absent | | | | |

| | Presented by | Discussion | Motion | Vote |
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| Agenda | Karen Poteet | Approval of the agenda as amended adding the President's report on the agenda after item 5. | Sue Dondiego, moved<br>Tammy Wells, seconded | Unanimous approval |
| Minutes | Cate Hawks | Minutes were posted on portal one week prior to Board meeting. Cate indicated one sentence was changed from what was on the portal in order to provide more clarity regarding the election process. Tom Rector moved to have the approval of the minutes delayed until the next meeting. Cate requested reconsideration as to delaying the approval of the minutes, since they have been on the portal and there was only one extra sentence added that could be discussed now. Tom Rector indicated his motion stands.<br><br>Tammy Wells made a motion to refer to Governance Committee a request for a policy and procedure to be developed regarding how the minutes and supporting documentation from committees stay together when posted on the Board Portal. | Tom Rector, moved<br>Tammy Wells, seconded<br><br>Tammy Wells, moved<br>Tom Rector, seconded | Approval with one vote in opposition and one abstention.<br><br>Unanimous approval |
| Treasurer's Report | Peggy Kirby | Reporting to the board the balance in the bank account as of April 30, 2021 was $423,301.74. Peggy is currently reviewing the general ledger and the other forms to make sure that everything is in order. | No action taken | n/a |

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| President's Report | Karen Poteet | Karen provided an overview of accomplishments for the year. Shawn Johnson was acknowledged for his years of service and his incredible work on the conference. This is to be Shawn Johnson's last Board meeting. The Board acknowledged him for his incredible work.<br><br>Karen requested a motion on selecting a new date for future Board meetings. Tom Rector moved to change Board meetings to the second Monday of the month beginning in July with a start time of 7:00 PM CST.<br><br>Consideration of procedure was requested by Karen that committee reports not be read during the Board meetings, but rather are retained in the Board Portal so as not to prolong the meeting.<br>Bob requested clarification on time frame reports are to be submitted for Portal upload. Board agreed to further consider and discuss this topic at the next Board meeting. | Tom Rector moved, Peggy Kirby seconded<br><br>Place on next month's agenda | Unanimous approval |
| Strategic Planning-Operations | Irene Clements | Report on portal.<br>**Recommendation #1:** Tabled prior to presentation.<br><br>**Recommendation #2:** A standing committee or ad hoc committee, the board's choice, be established with people who have the needed qualifications to do the following: 1) developing and approving the list of guests and topics to be used for Coffee with Caregiver's episodes, to include the executive director or whomever serves as the host of the episodes. 2) Develop a list of topics and speakers for new additions to the NFPATI.org website in conjunction with the NFPA Centene NFPA TI work group. 3) Develop and approve review of requests from other entities to partner with the NFPA with new programs or services in conjunction with the executive director and report the opportunities to the board | Committee tabled recommendation #1<br><br>Committee recommendation #2…motion not required | No vote was conducted<br><br>Approval with one vote in opposition |

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| | | for consideration. 4) Develop and approve major changes to the NFPA website, NFPATI.org, and NFPA CoSA websites.<br>Mary Beth Dondiego requested clarification on which committee this recommendation would be referred to for consideration and implementation.<br>Mary Beth Dondiego made a motion that this recommendation be the responsibility of the Executive Committee at this time. A friendly amendment made by Mary Beth to include until policy and procedure can be established, Sue remained as second to amended motion. | Mary Beth Dondiego moved,<br>Sue Dondiego seconded | Unanimous approval |
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| Strategic Planning-Board Development | Mary Beth Dondiego | No report given | No action | n/a |
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| Strategic Planning-Membership | Tammy Wells | Report on portal. | No action | n/a |
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| Council of State Affiliates Report | Jessica Lloyd-Rogers | Report on portal. | No action | n/a |
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| Executive Comm. | Karen Poteet | No report | No action | n/a |
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| Governance Comm. | Mary Beth Dondiego | Report on portal.<br>**Recommendation #1: T**he board allow the start date of June 15th and close date of June 30th for reelected board members to complete the Board Committee Interest Survey (BCIS).<br>**Recommendation #2:** The board allow the start of June 17th and close date of July 2nd for the newly elected board members to complete the BCIS.<br><br>**Recommendation #3:** The board authorize the use of Election Buddy for the election of executive committee officers using the start date of June 10th and closing date of | Committee recommendation #1…motion not required<br>Committee recommendation #2…motion not required<br>Committee recommendation | Unanimous approval of Recommendation #1<br>Unanimous approval of Recommendation #2<br>Unanimous approval of Recommendation #3 |

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| | | June 20th.<br><br>**Recommendation #4:** The interview panel through the governance committee asks the board to have an acclamation vote of the top three candidates as new board members for the board of directors.<br>Prior to further discussion on recommendation #4 a motion was made to move into executive session. To vote on Governance Committee's recommendation #4.<br><br>Board returned from Executive Session with the announcement of three new elected members to the Board of Directors. Those three are Rebecca Mullins, Ashley O'Donnell, and Leslie Stroud-Romero. Their first meeting will be in July.<br><br>**Recommendation #5:** That the board authorize the purchase of background check services from True Hire, authorize President Karen Poteet to sign the contract as outlined in attachment NFPA True Hire Background Check, which names the executive director Irene Clements as the accounts payable contact and the governance chair Mary Beth Dondiego as an administrator.<br><br>The services to be provided by True Hire are a Social Security trace, True Crime, which is a national criminal search, sex offender registry search, country criminal search, which is the current one, and then another country criminal search which includes two of the previous counties, an education verification indicating the highest degree obtained, and employment verification, which includes the two most recent employers. | #3…motion not required<br><br>Karen Poteet moved,<br>Tammy Wells seconded<br><br>Recommendation #5 was withdrawn by committee chair, Mary Beth Dondiego in light of discussion regarding the need for policies and procedures. | Unanimous approval to move into Executive Session (8:23 PM CST)<br><br>No vote required |

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| | | There is a onetime set up fee of $199 charged at signing of contract. Each background check will provide the above services for $39.99 per person, charged bimonthly after background check is obtained. Additional individual charges may occur, dependent upon the county search being completed. Security maintenance of our account and the required documents will be provided by True Hire with an annual fee of $99 to be charged in January of each year. All documents, including the fair credit reporting notice and release forms, required to obtain a background check will be provided directly between the individual and True Hire.<br><br>Tom Rector moved that True Hire should not be used without a policy and procedure criteria and that in the interim we use the foster parent filter or background check from their respective states for these three candidates elected during the Board Executive Session. | Tom Rector moved, Sue Dondiego seconded | Unanimous approval |
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| Membership Comm. | Shawn Johnson | No report | No action | n/a |
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| Finance Comm. | Tom Rector | No report. | No action | n/a |
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| Audit Comm. | Tammy Wells | Report on portal.<br>**Recommendation #1:** The audit committee consisting of Tammy Wells, Bob Ruble, Tom Rector, and Bonnie McNulty recommend that the NFPA create email addresses that clarify the business recipient. NFPA.staff would be the current NFPA paid employees. NFPA.staff.org would be current NFPA paid employees and board of directors in good standing. NFPA.org.ed would be the current board of directors in good standing and the executive director. NFPA.board would be just the current board of directors in good standing. These email groupings shall be monitored by | Tammy Wells withdrew recommendation #1 in light of discussion indicating a need for more clarity and detail. | No vote required |

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| | | the NFPA executive director and updated as needed for accuracy. Email groupings and names of whom is on each grouping list shall appear within the executive director's monthly report to the board of directors.<br><br>**Recommendation #2:** The audit committee consisting of Tammy Wells, Bob Ruble, Tom Rector, and Bonnie McNulty recommend the NFPA governance committee and executive director work collaboratively to develop a policy and procedure to be presented to the board for approval that provides a transparent process of reflecting transactions and accumulative values of reward and/or incentive points gained as a result of NFPA paying for products and services for NFPA. This would include how the accounts for holding the points or incentives will be held, how the value of these transactions will be reflected in the P&L and balance sheet, and a process the board will use to authorize the spending of the points and incentives. | Committee recommendation #2…motion not required | Unanimous approval of Recommendation #2 |
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| Communications Sub Committee | Shawn Johnson | No report | No action | n/a |
| Conference Sub Committee | Karen Poteet | Discussion on status of conference.<br>No report on Board Portal. | No action | n/a |
| Public Policy Sub Committee | Arnie Eby | No report on the Board Portal.<br>Working with the Council of State Affiliates, Things that Matter Initiative, seeking training opportunity through CWLA on equity and race issues, collaborating w/CHAMPS and their Federal Initiative. No recommendations heard. | No action | n/a |
| Scholarship Sub Committee | Peggy Kirby | Report on portal.<br>No recommendations heard. | No action | n/a |
| Walk Me Home Sub Committee | Marian Rhines | No report | No action | n/a |
| LGBTQ+ Sub Committee | Shawn Johnson | No report | No action | n/a |

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| Kinship Sub Committee | Bob Ruble | No report on the Board Portal.<br>4 people have been recruited for the committee. | No action | n/a |
| NFPAti Sub committee | Irene Clements | 3 new webinars are scheduled for recording.<br>8,000 unique students taking a total of 20,000 courses | No action | n/a |
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| Leadership Reports | | | | |
| ○ President | Karen Poteet | Report heard earlier as part of agenda amendment. | No action | |
| ○ Executive Director | Irene Clements | Report on portal.<br>Addition to report:<br>Karen and Irene met with Centene about the student interns funded in this year's current $61,000 commitment. Discussion was about the potential of pushing that to 2022, to have the two interns. Centene thought that would be workable. Centene stated they would be willing to fund interns year after year with success. NFPA would have interns to assist with projects.<br>Motion by Tom Rector to carrying over the intern program and funding to 2022.<br><br>Update on hiring the social media strategist was provided by Irene. Four resumes received and reviewed by Irene and Shawn. Everyone was contacted and asked to provide examples of work they had done that fell within the realm of the NFPA job description. | Motion by Tom Rector, Sue Dondiego seconded | Unanimous approval |
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| Old Business | Karen Poteet | none | | |
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| New Business | Karen Poteet | Tammy Wells made a motion that the self-reporting JotForms and the board participation chart go back to governance's hands for revamping, but not to stop reporting. | Tammy Wells moved,<br>Tom Rector seconded | Unanimous approval |
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| Announcements | Karen Poteet | Karen publicly acknowledged Shawn Johnson on behalf of the entire Board. "Thank you again publicly for everything that you have done. You are awesome. You have made us | | |

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| | | look good. Thank you. I cannot sing your praises enough. Thank you so much. “ | | |
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| Adjournment | | | Mary Beth Dondiego moved, Sue Dondiego seconded | Unanimous approval |

Next meeting is July 12, 2021 at 7:00 PM CST.