

Status: Approved by unanimous consent at the 1/21/25 VTC board meeting.

December 17 - Board Meeting Minutes

Date: December 17, 2024 - 8pm-10:20pm Central

In attendance:

- **Officers**
 - **National Coordinator:** Ron Miller
 - **Education Coordinator:** Hazel Barton
 - **Secretary/Treasurer:** Jenny Tison
- **Regional Coordinators**
 - **Central:** Anmar Mirza
 - **Rocky Mountain:** Georgia Schneider
 - **North Eastern:** Jessica Van Ord
 - **Western:** Annelisa (EC) Moe
 - **South Eastern:** Philip Rykwald
 - **Pacific Northwest:** Eddy Cartaya
 - **Eastern:** Kyle Mills

Not in attendance:

- **South Central:** Geary Schindel
- **Webmaster:** Aaron Irons
- **Education & Training Division Head:** Tim White

Minutes:

1. Meeting called to order at 8:05pm Central by National Coordinator Ron Miller, with our [predetermined agenda](#).
2. **Board norms:** Eddy reviewed the norms [\[link\]](#). EC will review in January. JVO will review in February.
3. **Meeting minutes for 11/19/24:** Approved via unanimous consent. [\[link\]](#)
4. **Strategic planning discussion:** EC facilitated a conversation to update the VTC strategic planning document. [\[Link\]](#)
5. **Secretary/Treasurer's Report:**
 - Jenny reviewed the [VTC financials](#).
 - i. Current bank account balance: \$23,643 (Chase account)
 1. This is ~\$8K more than last month, as we have now received:
 - a. \$3,421: Bookstore sales from June 19 - Sept 30
 - b. \$3,841: GiveLively transfers
 - c. Ongoing course revenue
 2. Giving Tuesday was a success! We raised \$3,664. We lost \$576 to fees, as we were double-charged for both GiveLively and the NSS Stripe account. Kristine Ebrey (NSS S-T) will work on mitigating this in the future.

- 3. Our bank account includes \$1,000 for scholarships and \$1,100 for a South Central gear cache.
 - 4. When all expected transactions are completed (including paying for the second print run), anticipating a balance of >\$15K.
 - ii. Current NSF scholarship account balance: \$4,450
- **Action item:** Jenny to consider how to create systems that allow us to earmark regionally-based donations.
- Jenny reviewed the funds disbursement plan [\[link\]](#).
 - i. **Action item:** Anmar has agreed to draft language to solicit gently used gear that he will inspect.
 - ii. **Action item:** Jenny will create procedures that allow regional coordinators to apply for funding to purchase loaner gear, etc.
 - iii. Eddy moved to: *“The board authorizes the treasurer to spend up to \$8,000 on loaner gear and scholarship funding.”* Anmar seconded.
 - 1. Yes (10): Ron, Hazel, Jenny, Eddy, Anmar, JVO, Georgia, EC, Philip, Kyle (via email)

6. Education coordinator report

- The curriculum committee will create guidelines/bylaws/procedures by the end of January.
- They will not rush updates to the trainer material - plan is to finish incorporating pilot and curriculum feedback this summer.
 - i. Hazel reviewed a few questions about the synthesized board feedback on the trainer materials.
- **Action item:** Ron will talk with Tim & Emily about acquiring course management software - integrated learning software allows you to create test banks, can randomize test bank, can randomize answers, can pre-score, can get an outputted answer right away. (vs Qualtrix takes 6 hours to send info.) You can do it on a phone.
 - i. Test management might be cheaper and more of what we need
 - ii. Cheaper options exist for non-profits
 - iii. NCRC is using google classroom

7. Check-in on how courses are running

- Jenny reviewed this document [\[link\]](#) will keep soliciting feedback and work on this with Ron

8. Scholarship program update

- Ron let us know Stephanie and Leeann are working on this. [\[link\]](#)
- Ron asked for a board liaison - Anmar volunteered.

9. Action item updates [\[link\]](#)

- The board provided updates on action items.

10. Meeting pluses/deltas

- We shared some stories of people post-VTC course.

11. Meeting adjourns at 10:21 Central.