Status: Approved by unanimous consent at the 5/21/24 VTC board meeting.

April Board Meeting Minutes
Date: April 16, 2024 - 8-10:05pm Central

In attendance:

- **Officers**
  - **National Coordinator** Ron Miller
  - **Education Coordinator** Hazel Barton
  - **Secretary/Treasurer** Jenny Tison
- **Regional Coordinators:**
  - **Western:** Annelisa (EC) Moe
  - **Central:** Anmar Mirza
  - **South Eastern:** Philip Rykwalder
  - **South Central:** Geary Schindel
  - **North Eastern:** Jessica Van Ord
  - **Pacific Northwest:** Eddy Cartaya
  - **Eastern:** Kurt Waldron
- **NSS AVP** Emily Davis

Not in attendance:

- **Rocky Mountain:** Georgia Schneider
- **Webmaster** Aaron Irons

Minutes:

1. Meeting called to order at 8:01pm Central by National Coordinator Ron Miller, with our predetermined agenda.
2. **Board norms:** EC reviewed the previously agreed upon board norms.
   - Geary will review next month. Jenny will be his back-up.
3. **Meeting minutes for 3/19/24:** Approved via unanimous consent. [Link]
4. **Secretary/Treasurer's Report:**
   - Jenny reviewed the VTC financials.
     i. Current bank account balance: $5,382.
     ii. Anticipating expenses for Level 1 curriculum printing, Eddy's Level 1 student course costs, and supplemental printing.
   - Jenny is working with Berta from NCRC to design a more robust bookkeeping system.
5. **Education Coordinator report**
   - The Level 1 book is being printed. NSS leadership signed off on the contract with the printing company.
   - Hazel met with the two new curriculum committee members, Tom Wood and Andrew Rentzel.
6. **Trainer qualification committee report**
   - Currently underway:

        i. Creating evaluation criteria for trainer and master-trainer applicants
        ii. Developing a checklist for master trainers to use in trainer evaluations
    - [Action item] Let Georgia know if you are planning to go to the trainer pilot before convention so we have an accurate headcount.
    - In terms of trainer candidate selection, the committee is trying to have a range of familiarity with VTC's program (e.g. current board members plus those unassociated with VTC) and geographic spread.
7. **Nominations for VTC positions (link)**
    - Secretary-treasurer: National Coordinator Ron Miller nominated Jenny Tison for a full three-year term as VTC secretary-treasurer.
        i. Anmar moved to: *"Nominate Jenny Tison for a full three-year term as VTC secretary-treasurer."* Eddy seconded the motion.
            1. Yes (10): Ron, Hazel, Jenny, Geary, Philip, EC, Eddy, Jessica, Kurt, Anmar
    - Education coordinator: The curriculum committee will vote to nominate their desired candidate at their next meeting so that the nominee can be reported to the AVP by May 2, as required by the bylaws. Ron or Jenny offered to attend to facilitate this process.
        i. Action item: Hazel to facilitate the education coordinator nomination process, and let Emily know of the committee's decision prior to May 2.
    - Regional coordinators:
        i. Anmar moved to: *"Because there are not yet a sufficient number of trainers or master trainers in place, the VTC board will nominate (by majority vote) the regional coordinator candidates for positions expiring in 2024."* Eddy seconded the motion.
            1. Yes (10): Ron, Hazel, Jenny, Geary, Philip, EC, Eddy, Jessica, Kurt, Anmar
        ii. Eastern:
            1. EC moved to: *"Nominate Kyle Mills to assume the role of Eastern regional coordinator for a full three-year term."* Jenny seconded.
                a. Discussion:
                    i. Kurt has decided to step down to focus on other things. "It's been a pleasure serving VTC."
                    ii. [Action item]: Jenny to work on developing an orientation manual for new VTC volunteers. Can also be used for the curriculum committee as well. (Charter, bylaws, calendar, share drive, etc.)
                b. Yes (10): Ron, Hazel, Jenny, Geary, Philip, EC, Eddy, Jessica, Kurt, Anmar
            2. Ron thanked Kurt for his service and his continued commitment to VTC
        iii. South Central:

1. Eddy moved to: *"Nominate Geary Schindel to serve a full three-year term as South Central regional coordinator."* Anmar seconded. Geary accepted the nomination.
2. Discussion:
    a. Good to have good interest and good candidates for these positions.
3. Yes (9): Ron, Hazel, Jenny, Geary, Philip, EC, Eddy, Jessica, Kurt, Anmar
4. Abstain (1): Geary

iv. <u>Pacific Northwest:</u>

1. Anmar moved to: *"Nominate Eddy Cartaya for a full three-year term as Pacific Northwest regional coordinator."* Kurt seconded.
2. Discussion:
    a. From Eddy - "This is a good thing we're doing, I believe in it."
3. Yes (9): Ron, Hazel, Jenny, Geary, Philip, EC, Geary, Jessica, Kurt, Anmar
4. Abstain (1): Eddy

v. [Action item] Ron will inform Kyle and invite him to meetings going forward.

- <u>Curriculum Committee</u>:
    i. Hazel moved to: *"Nominate Andrew Rentzel and Tom Wood to serve full four-year terms on the curriculum committee."* Anmar seconded.
        1. Discussion:
            a. Both Andrew and Tom have been very responsive, eager, and have read materials during their brief term to date and bring different skillsets to the team. We are lucky to have them.
        2. Yes (10): Ron, Hazel, Jenny, Geary, Philip, EC, Eddy, Jessica, Kurt, Anmar

    ii. [Action item] Hazel will inform them at their next curriculum committee meeting. Would be good to have them at the trainer pilot.

8. Action item review:

- <u>Board nominations</u>
    i. EC will repost the open positions - applications are due March 31. She will continue logging applicants on the interested party list. Everyone should promote these to interested/qualified people in their networks. **(DONE)**
- <u>Printing</u>
    i. Hazel - Confirm and proceed with final print timing - ideally, we would have completed printing for Eddy's May pilot. **(DONE)**
    ii. Emily - Look into potential Beech Fund usage or a grant for printing. (Tabled)
    iii. Emily - Coordinate end of fiscal year payment. **(DONE)**

    iv. *Jessica update - Bookstore is not set up to give out e-books.*
    v. Jessica - Understand how discount codes for VTC students will work at the NSS Bookstore.
    vi. Jessica - Understand if it would be possible to pre-order the book via the NSS Bookstore - if so, would ideally submit for the NSS news and have at convention. EC can help with an advertisement.
    vii. Jessica - Make sure the bookstore sets aside 100 copies for VTC course takers.
- Courses / pilots
    i. EC - Create a checklist for how to advertise courses. Coordinate with Aaron to add Eddy's course to the "news" page with the course flyer. (course registration page) (flyer) **(DONE - EC shared the list that she has been using)**
        1. *Discussed: We won't launch a facebook page until we have more regular events.*
    ii. Hazel will be running a pilot course on April 20th for 8 students. **(DONE - Jenny Tison & Pat Kambesis will help)**
    iii. Philip will continue coordinating VTC's trainer pilot before Convention.
        1. *Update: Everything is going according to plan. Philip will be seeking help to run the logistics.*
            a. *Planning to attend so far: Eric, Reilly, Geary, Philip, Anmar, Jenny, Eddy*
    iv. Ron will create a regfox. He will work with Jenny & Philip on determining the fees.
        1. Want list set early May - set up a meeting next week
- Trainer qualification committee **(in process - next meeting is in May)**
    i. Georgia - Store trainer qualification minutes on the VTC share drive **(DONE)**
    ii. Committee - Determine whom to invite to convention trainer pilot.
    iii. Committee - Incorporate comments from meeting into master trainer qualifications
    iv. Committee - will create a trainer certificate and consider how to create a community for VTC trainers (e.g. listserv, regular meetings, etc.).
- Convention activities
    i. Ron will confirm which date our annual meeting will be
    ii. Jessica to work with Rachel Saker from NSS VS to coordinate a VTC update at convention
        1. [new] Please also give Ron any input on his abstract
    iii. EC is coordinating VTC's presence and outreach activities at Convention.
        1. Let's set up a table and offer books and cowstails.
        2. EC will make a flyer for this year's convention.
        3. Hazel will look for name badge tags.
        4. Ron has the big banner.
        5. Let's figure out a staffing plan in advance.

- Course management
    i. Ron and Philip will continue to revise the course management process and create an easy checklist
    ii. Ron will work on codifying group gear standards
    iii. Ron & Philip to create a "gear requirements for a 4 student class"
    iv. Jenny to work on bookkeeping system for course revenue/expenses **– in progress. Meeting w/Berta from NCRC this Friday afternoon**
    v. Jenny to start a log of courses, type, # of students, so we can track student-days. Will coordinate with Georgia on this
    vi. Hazel to provide any input on the course completion certificate that Ron sent her
- Risk management
    i. [New] Hazel will work with Anmar to set up a Qualtrix account via IU in order to capture a pre-test, post-test, and post-course feedback so that we have a record of exams for liability purposes.
    ii. Emily will continue to make progress on procuring insurance with input from Ron & Jenny
    iii. Ron will follow up with Geary, re: youth participation policy - to discuss in the future
        1. *EC mentioned a $15 service at FedEx, Live Scan*
        2. *Anmar wondered if pre-existing background checks could work*
- Personal gear kits
    i. Jessica to develop a proposal for Level 1 student loaner kits (e.g., how many of each of four types of ascending systems and three types of descenders, gear lists for each system, cost, where to be housed, how to be managed). Will coordinate with Ron.
        1. *Will want a proposal figured out by convention to approach donors with.*
- Outreach
    i. EC will draft a newsletter for February (for updates since June) to our updated outreach list of ~50 people in googlesheets. Likely via mailchimp **– DONE. EC plans to do these quarterly.**
    ii. Jenny to reach out to NSS News to reserve an article spot covering our convention activities **– DONE. Need to submit by August 1**

9. Closing comments & meeting plus/deltas

- We spent a longer than planned time covering action items.
- Would it be helpful next year to have a separate candidate forum where nominees can attend and chat with us?
    i. It would be good to give people an opportunity to speak to the board.
    ii. Consider mandating that incumbents recuse themselves from the ‘discussion’ portion, even if it has not specifically been requested.
- We did a good job honoring our board norms in this conversation.

- Almost full attendance every single time - speaks to how well the board is functioning

10. Meeting adjourns at 10:04pm Central.