NFPA Board Meeting

10/24/20
9:01 a.m. (CST)-3:06 p.m.
Conference Call

Type of Meeting:	Regular Board Meeting	**Type of meeting:**	Conference Call
Meeting Chair:	Karen Poteet, President	**Minutes taken by:**	Cate Hawks
Call to Order	9:01 a.m. CST by Karen Poteet		
Roll Call:	Cate Hawks		

Attendees: Karen Poteet, Thomas Rector, Tammy Wells, Shawn Johnson, Mary Beth Dondiego, Sue Dondiego, Bob Ruble, Peggy Kirby, Cate Hawks, Jessica Lloyd-Rogers

Not Present:

Staff Present: Irene Clements, Sharon Holman

Guests: Arnie Eby, Becky Mullins

Minutes

Agenda item: Agenda **Presenter:** Karen Poteet

Discussion: Agenda time frames are estimates.

Motion: Motion to approve the agenda by Peggy Kirby with Mary Beth Dondiego seconding. Passed unanimously.

Announcements: Annual forms for Board Members are available on the Board Portal. All Board members have submitted their annual forms for 2020. Board members are asked to complete their 2021 annual forms by the end of the December 2020.

Give Get amount for Board is currently $180. President Poteet requested approval to remain the same for 2021.

Motion: Motion to approve $180 as the annual Give Get amount for Board members was moved by Tom Rector and seconded by Mary Beth. Passed unanimously.

Agenda item: Poll **Presenter:** Karen Poteet

Discussion: No poll was utilized

Agenda item: Minutes **Presenter:** Cate Hawks

Discussion: September minutes presented for review and consideration

Motion: Motion to accept by Tammy Wells with second by Bob Ruble. Passed Unanimously.

Agenda item: Financial Review and Report **Presenter:** Peggy Kirby

Discussion: Financial reports are on the Board Portal. As of September 30, 2020, our bank balance was $329,711.70. On the Balance report you will find the balance is larger than the bank account as it includes the assets. The Balance sheet demonstrates as balance of $343,650.26.

Agenda item: Council of State Affiliates **Presenter:** Jessica Lloyd-Rodgers

Discussion: Membership lists are the being reviewed and updated. Wyoming has expressed interest in membership. Tammy Wells will serve as Secretary; Amanda Cruce, Vice Chair; Lara Bouse, alternate vice chair; Arnie Eby chairs the Public Policy committee of the Council of State Affiliates. Jessica has been reviewing all states to determine what other states could become members. The Council of State Affiliate meeting was very well attended many of whom stayed the whole day. Many were interested in joining the Public Policy Committee. Jessica is beginning to develop committees to push the state affiliates agendas forward. The report from the Council on State Affiliates is on the Board Portal.

Irene Clements discussed the $25,000 Annie E. Casey grant provided through CHAMPS last year. Due to COVID funds were not utilized in the original agreement. A concept discussed with CHAMPS as considered by Irene Clements, Jessica Lloyd-Rogers, and Arnie Eby was to provide mini-grants to state affiliates. The CHAMPS program has approved the mini-grants concepts. The NFPA is to fund up to 7 state affiliates, and to date 5 have applied. Deadline to apply is today, October 24, 2020. Any remaining funds will be shared between the Council of State Affiliates and the NFPA organization. The funding for NFPA organization will be to help cover administrative costs for oversight of the mini grant or project.

Agenda item: Executive Committee **Presenter:** Karen Poteet

Discussion: The Executive Committee report is on the Board Portal. Issues being addressed by the Executive Committee are diversity and additional funding from Centene to support diversity project at NFPA.

Agenda item: Governance **Presenter:** Mary Beth Dondiego

Discussion: Governance committee report is on the Board Portal. The Harassment Policy on the Board Portal is not the correct version, therefore the vote for this policy was deferred.

Motion: No motion

Agenda item: Finance **Presenter:** Tom Rector

Discussion: Tom Rector indicated that the Finance Committee will be providing recommendations to the Board on investing and diversifying the checking account balance in an upcoming meeting. Irene announced additional funding is upcoming for NFPA from additional national sponsors. Tammy asked that we have written agreements with or letters from sponsors regarding the additional sponsorships. Irene indicated that we have written documentation on the use of all sponsorship funds such as letters, emails, and agreements indicating the intended use of the funds. The additional funding was $30,000 from Anthem and $25,000 from SAVE.

Tom indicated with the new class system for reporting funds we are able to show the income in a very transparent fashion. Additionally, the cloud storage system can accommodate the concerns that Tammy has expressed from an audit perspective. The new format of class financial reporting will allow the NFPA to track and ensure that all funding received is transparent in its intentions.

Motion: No motion

BREAK until 10:45 AM

Recess to Group Break-out Sessions: Membership, Operations, and Board Development at 11:00 AM

Return to Board session at 12:01 PM

Agenda item: Strategic Planning **Presenter:** Irene Clements/Tammy Wells/Mary Beth Dondiego

Operations-Irene Clements reporting: A report has been posted on the Board Portal including the plan recommendation for developing a job description and attributes for an Executive Director. The Board members were asked to indicate their preference on attributes to assist the committee in finalizing their recommendations via the chat box on Zoom.

Irene Clements continued with Operations report. The report is divided into 2 groups of actions with one group to be completed by the end of 2020 for Board decision. This group is regarding developing an application and application process for the Executive Director position. The part highlighted in green is about actions necessary to happen by 2021. These are items required and will need to be decided before we begin the hiring process: vetting applicants, setting a salary range, benefits, where will the office be located, part-time vs. full-time, contracting vs. employee, and other considerations. Board input will be secured over the course of approximately 6 months.

Motion: Authorize the Operations Strategic Committee to move forward with developing their recommendations Sue Dondiego made motion with a second by Mary Beth. Passed unanimously.

Irene continued with discussion about developing the policies and procedures with the cloud system. Tom has been providing support by providing an expert for training staff on the development and implementation of the cloud system. Mary Beth asked that the committee keep the Governance Committee informed along the way.

Tammy Wells is the chair of the Membership Strategic Committee following Jim Hatch's resignation. A membership package is being put together for presentation to the Board. The Committee matrix is outdated, and Tammy will be updating. The Committee is hoping to bring recommendations for Board consideration to the December Board meeting.

Board Development Strategic Committee: Mary Beth announced the Harassment Policy has been updated on the Board Portal. Committee is moving along and accomplishing tasks. This committee is merging their work with the Governance Committee. Currently, the Committees are working on the process and policy for Board Member recruitment and installation.

Agenda item: Membership/Communications/Conference/Scholarships **Presenter:** Shawn Johnson/Karen Poteet/Bob Ruble/Peggy Kirby

Shawn Johnson reported that the Membership Report has been posted on the Board Portal. The report includes data analytics on our programs.

Shawn Johnson reported that the Communications Committee Report has been posted on the Board Portal. The report includes data analytics on our communication modes. Tom requested that Shawn provide the Board with a recommendation for budget proposals for improving our branding and online presence. One item that particularly needs reviewed is the NFPA website, including the interface between the NFPA and COSA websites.

Youth and Conference Scholarships had no report.

Karen Poteet reported on the Conference Committee. It was suggested that the conference and communications committee work together to develop the option of live streaming NFPA's in-person educational conference. Conference Committee to meet November 2, 2020. Many states have limitations on gatherings as well as travel restrictions due to COVID-19. The Conference Committee will be, with the Board support, conducting research on developing an online platform to be considered for the 2021 Conference. Board was in support of this research by voice acclimation.

Agenda item: Audit **Presenter:** Tammy Wells

Discussion: The Audit Committee has a report on the Board Portal. Tammy reports the 2017 Tax return penalties have been reversed and included a $68.00 refund. Irene and Karen, with the support of the Board of Directors and on behalf of NFPA, will send a letter to Senator Lankford who assisted in securing a reversal of the 2017 IRS penalty issue. November 15th is the filing deadline for current taxes and the reports are being prepared by the Auditor.

Tammy reported we currently have a Bylaws infraction due to the Board member resignation of Jim Hatch. The Audit Committee in consultation with the Governance Committee will be proposing a Bylaws amendment for Board consideration at the December meeting. Per NFPA Bylaws, a proposed rewrite in the bylaws requires that the change be in front of the Board of Directors thirty days prior to a vote. The proposed rewrite can be found within the Audit report on the portal and has been emailed to each NFPA Director. Mary Beth asked that Shawn put the current Board skills inventory document into a Jot-form so that all Board members can complete it to help determine what skills are currently needed by the Board of Directors.

Bob raised the bylaws issue regarding recognizing kinship caregivers as well. It was discussed that the Executive Committee has discussed this issue and referred it to the Governance Committee for consideration.

Agenda item: Program/NFPAti/LGBTQ+/Kinship/Public Policy/Walk Me Home **Presenter:** Karen Poteet

Discussion: Shawn Johnson reported that the NFPAti report is on the Board Portal. Data analytics are included in the report.

LGBTQ+ has not submitted a report, but Shawn will be working with Jessica Lloyd-Rogers to help move the committee work forward.

Kinship Committee discussion by Bob Ruble requesting clarification that Kinship can include informal kinship caregivers and the Board supported moving forward to be as inclusive as possible.

Public Policy report by Arnie Eby will be posted on the Board Portal. Families First is changing the landscape. October 1st is the deadline for all states to submit their state plans to the federal government. The National Council of State Legislatures is a resource for advocates to learn what is happening within each state. There are currently LGBTQ+ court cases being considered that could change the landscape of child welfare as well.

Walk Me Home report provided by Irene Clements. There were some virtual walks this year. There are some considerations being given on ways to simplify the Walk manual for better utilization by organizations. Marion has been receiving training from Sharon on reporting Walk information to NFPA. Jessica brought up the idea of a national virtual walk and Irene will discuss this with Marion.

Motion: No motions

Agenda item: Executive Director Report **Presenter:** Irene Clements

Irene has submitted her Executive Director's report on the Board Portal.

Motion: No motions.

Agenda item: New Business **Presenter:** Karen Poteet

No new business.

Motion to adjourn by Mary Beth Dondiego with second by Peggy Kirby. Passed unanimously.

Meeting adjourn: 3:06 PM CST

Nest Meeting:

Tasks for Old Business at Next Meeting:

The Harassment Policy on the Board Portal is not the correct version, therefore the vote for this policy was deferred.

Shawn to provide the Board with recommendation for budget proposals for improving our branding and online presence.

Karen and Shawn to develop strategy for the conference and communications committee to work together to develop the option of live streaming a NFPA in-person annual conference.

Mary Beth asked that Shawn put the current Board skills inventory document into a Jot-form so that all Board members can complete it to help determine what skills are currently needed within the Board of Directors.