#1 HOT Executive Director Transition community calls

What: Open discussion of the issues around HOT's transition with Kate's changes.

Where: Voice call on Mumble . Please test your audio setup with mumble before the call. If you need to install mumble, allow at least half an hour before the call to do that! We will also be on IRC for those that don't use Mumble.

When:
Community Call #1 Wednesday, March 11, 2015 at 15:00 GMT/11:00 EST
Mumble Recording

Community Call #2 Thursday, March 12, 2015/Wednesday, March 11, 2015 19:00 CST
Community Call #3 Thursday, March 12, 2015 12:00 PST/19:00 GMT

Duration of calls: 1 hour

Community Call #1:

Led by Heather (Board), + Harry (Board), Russ (Chairperson), Kristen (Staff), Blake (membership)

Others Attended: Althio, Henning, Joseph, Mark, Mikel,

15:00 GMT- Meeting is being recorded
Action:
Financial

-Board vs ED on Budget/Reporting/Spending

Kate:Kristen handles the bookkeeping and financial reporting so she can support the board. I would recommend that the board not approve expenses, the board should approve budget and the ED must spend within budget.

Russell_Deffner: Agree with Kate on the budget/spending

Structure

Membership- Working Group/Governance
ED- Organizational
Board- Consultant to both/ Forward Thinking

After Transition

Create documentation with community on what we did and what we should do differently

What the Board can get help from the community with and not overburden the Board's tasks

- Lists to work with the Community

Agenda

Although this is an open discussion, these are some agenda points to cover at all three meetings

- Recap of the situation
    - Board Elections
      Have been extended due to the ED transition
      New tasks for Board

    - ED
      Interim ED Plan/Search
      Currently in Progress
      Signing Contracts should not be signed by Interim ED, but by Board President
      ED responsibilities default to Board upon ED
    - World bank, Hewlett, AUSAid, Missing Maps- Just a few of our partners currently we are working with during this transition
      AusAid- one of our largest grants- we are hiring a specific project manager for our work in Indonesia to work with our staff there (A short term position until our contract ends)

Suggested plan "Interim Executive Director" and longer term outline

- Board, ED, Lawyer, and Staff are creating docs for a smooth transition
  How projects should be managed
  Suggested upcoming actions
  Upcoming actions
  Financial
    - Board stepping up during transition

  Next week's Board Meeting will be discussing this as well
    - Last meeting before the Board Election
    - Not all Partner/staff details can be released due to contractual obligations
        - Working with our Board Advisor/Membership Chair to share as much as possible
- Interim Executive Director job description
    - Kate's contract is a starting point

Kate is making a list of EVERYTHING she does to include any missing items
Community's idea of an ED tasks: (Let Heather know if you'd like to be involved in helping create the job description)

- Accounting **
- Staff Management ***
  - Expense Approval
  - Payroll Approval
- Hiring and Manage Costs *
- Contract Negotiations *
- Fundraising*
- Partnership Management **
- Product Development
- Community Management
- Program Development/Management
  - Writing/Applying Grants- Successfully!
- Strategic Planning
- Outreach/Training
- Public Relations
- Event Management/Public Speaking
  - To assist with Funding

- HOT board elections impact discussion
  - A large change in the shape of what the Board will be doing with the transition in progress
    - Knowing what the responsibilities will be during this change
    - By moving the date back, it gives the possible candidates an option to revisit this new challenge
      - Interviews, regular responsibilities, future thinking
  - Do our candidates have concerns in the light of this news?
    - Email the Board/Russ if you have any concerns
      - First time we've encountered this rare situation
  - Do we have new candidates in the light of this news?

    (Please note, this meeting is not a hustings for the election. There should be no expectation on candidates to attend or speak in the meeting, but it is an opportunity to discuss concerns. Candidates can also do so more privately with the board)
    - Ends tomorrow
    - Ballot on Friday
    - Up to the 27th to complete the vote, at the beginning of the annual meeting
      - Currently doodling for the date of meeting
        - Planning for the week of March 29th
- Other topics, (Please add suggestions below)
- Review of timeline moving forward/Action items

    - Heather will be on Skype- Please tell her if you can help- There is much to do!
    - Finding an interim ED is the Board's main priority right now
        - Board meeting next week will be working on this, as well as continued discussions/actions until and after this time
        - On Friday
            - After all the Community Calls, Heather and will be posting a public job description for a fast hire

Proposed Additional Topics / Questions / Suggestions

Please indicate here other items you would like to see considered for the call agenda. We will organize and try to address as many as possible on the calls, as well as in other communications.

- Your topic / question / suggestion here…(add your name if you can please)
- Board Succession Plan / Suggestion: I, as a voting member, hope to see on the last meeting of the current Board's agenda a Board succession plan, maybe as part of the ED transition, or a separate agenda item. This could be as simple as each director documenting the key responsibilities they had this year, the things they have in motion, and communications, reporting, etc. and/or if we have more formal role descriptions that maybe needing review. Also a better idea of what roles/responsibilities that the ED position has been delegated by the current and previous Boards that the new Board will ultimately be responsible for. / Russell.
    - yes, this is written. Heather is leading it. It is extensive. Trust me
- I second russells request, this will be a huge help to an incoming board especially in the light of the ED situation / Mark C