UMSI Board Meeting

June 21, 2020 6:50pm

Board Members and Staff Present:

- Carolyn Case
- Mark Nardo
- Jess Davis
- Tiffany Fennig
- Kathy Lause
- Ines Oldenburg
- Vyju Kadambi
- Jamie Sellhorn
- Nancy Bradtmiller

Other Community Members Present:

- Stan Roork (Insurance Agent)
- Erika Eicholz (Board nominee)

Mark reads the UMSI Mission Statement.

New Member Vote

- Board Members Present: Vyju, Mark, Kathy ,Ines, Jess, Jamie, Tiffany (also Carolyn) Erika Eicholz has been serving on the Validation Committee and Summer Fundamentals Committee. Vyju has nominated Erika for a Board Directorship. Kathy moves to approve the nomination, Jess seconds. All Board members present vote yes. Erika is approved as a Board Member.
    - Mark notifies Erika.
    - Vyju asks Carolyn to post a Facebook announcement welcoming her.
        - Tiffany mentions posting the upcoming meetings on FB to to invite people to join. She has reached out to two people recently about joining committees.

UMSI Insurance

- Stan Roork goes over an insurance quote that would cover liability for meetings and publications. From a company called Guide One, which specializes in non-profit organizations.
    - Covers Directors/Officers liability (just this coverage is over $800)

- Covering events, validation, etc...
- Cost is $1350 per year
- We discuss adding an auto liability rider for those traveling on behalf of UMSI (not currently covered in this quote)
- Event cancellation not covered, and this type of coverage is typically purchased "by event"
- Stan suggests adding a vendor section to website and charging more (suggests $250) to be on that site, then give them a table at events for free included.
- Stan will send more information on this policy to Carolyn, and she will send out to the board. Board will vote at next meeting.
- Stan mentions that Validation is the highest liability activity of UMSI.
    - Ines mentions maybe some of the expense may need rolled into Validation fees.
- We discuss that the quote seems expensive, and we will seek at least one comparable quote.
    - Vyju suggests we ask other state organizations who they use, and she will help do this communication.

Treasurer's Report

- Kathy will send the Quickbook reports.
- Deposited received checks (including a new membership).
    - May be more checks in the mail waiting for Kathy.
- Kathy asks about our hopefully upcoming grant and wonders about the amount and timing of that deposit.
    - Mark and Carolyn say that we should have a final answer from Dekko in July.

Operations Manager Report

- Vote on OM Reporting Structure for Boards Members and Meetings
    - Carolyn will come up with a monthly summary report that will be sent to all Board members vs. weekly reports.
        - Vyju motioned to approve monthly reports, Kathy seconded, and it was approved unanimously.
- Vote on OM Title Change
    - Vyju proposes that Carolyn's title of "Operations Manager" is changed to "Executive Director".
        - Board members discuss.
        - Jess moves to approve the change, Tiffany seconded, approved unanimously.

- Discussion to move to Consent Agenda
    - would include minutes from previous months
    - We discuss the responsibility Board Members would have to read the information thoroughly before each board meeting.
        - Kathy suggests the governance committee make sure this responsibility is clearly articulated in the Board Member Responsibility documents.
        - Mark reads excerpts from these documents, and Board decides that reading the documents is covered by current verbiage.
            - Vyju moves to move to a consent agenda, Kathy seconds, approved unanimously.

Other Committee Updates

- Governance Committee Action Plan Approval
    - Board members will read by Wednesday for an email vote regarding approval of the Governance Committee action plan.
- Committee Charter Template and Outline Approval
    - Link to Committee Charter Template: Committee Charter Template
        - Board agrees to use the charter template.
    - Link to Committee Outline: Committee Structure Rough Draft
        - No Board members voice concerns about the outline; the committee will move forward with this format.
- Fall Conference Committee
    - Committee recommends that the Fall conference be planned as a virtual event.
    - Group discusses profitability possibilities for a virtual event.
    - Mark asks about virtual Summer Fundamentals registration so far. Carolyn says we won't really know until July.
        - Kathy makes a motion to move the fall conference online, Tiffany seconds the motion. Approves unanimously.

Board Meeting Attendance Policy Review

- Tabled for next month

Next meeting: – Dates/Times

- July 19
- August 16
- September 20
- October 18
- November 15

Meeting adjourn – 8:40 PM