

**NACOLE Board Meeting Agenda**  
Saturday, September 10, 2017 • 1:00 to 5:00 PM PST  
Thursday, September 14, 2017 • 7:00 to 8:15 AM PST  
Davenport Grand Hotel

**Saturday, Sept. 10: 1:00 to 5:00 PM • Skybridge Boardroom**

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- 9:00 AM**     *Help with Conference Preparation*
- 1:00 PM**     **Minutes Approval**  
a. Board Meeting of July 12, 2017
- 1:15 PM**     **Officer Reports**  
a. President and Vice-President  
b. Secretary  
c. Treasurer
- 1:30 PM**     **COPS Grant Update (McEllhiney)**  
a. General updates  
b. Initial discussion of online toolkit  
c. Committee and Board member responsibilities over the next 12 months
- 2:00 PM**     **Planning for 2017-2018 Board and Committees (Corr)**  
a. Mandatory Monthly, Mid-Winter and Late Spring Board meetings  
b. Staff needs from committees (to make better use of everybody's time)  
c. Committee continuity  
    1. *Keep people on who were engaged in the past year*  
    2. *Choose from among who is interested, maybe recruit*  
    3. *Have a regular meeting schedule (keep from this year)*  
    4. *Have a job description for each committee and an ideal number of members for each*  
    5. *Active use of vice-chairs*  
d. Committee chair assignments
- 2:45 PM**     *Break*
- 3:00 PM**     **Board Schedule for Conference (McEllhiney)**
- 4:00 PM**     **Strategic Planning Next Steps (Corr & McEllhiney)**
- 5:20 PM**     **New and Unfinished Business**
- 5:30 PM**     **Adjournment**
- 6:30 PM**     **Dinner at Blackbird Tavern & Kitchen** (about a mile from the hotel)

**Thursday, Sept. 14, 7:00 to 8:15 AM • Birch Ballroom**

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**7:00 AM      Board Breakfast (continental)**

**7:15 AM      Board Member Responsibilities and Action Items**

- a. Board Member Responsibilities
- b. Committee Chair Responsibilities
- c. Board Meeting Schedule (monthly telephone board meetings, Mid-Winter and Late Spring meetings)
- d. Staff Roles and Responsibilities
- e. Elections: Treasurer and Secretary
- f. Conflict of Interest Policy
- g. Travel Policy
- h. Q&A

**8:15 AM      Adjourn**