NACOLE BOARD MEETING

**Saturday, September 9, 2017, 1300 hours PDT**

**Davenport Grand Hotel, Skybridge Boardroom – Spokane, WA**

**Roll Call:**

President Brian Corr called the meeting to order at 1319 hours PDT.

Present: Brian Corr, Margo Frasier, Susan Hutson, Janna Lewis, Nick Mitchell, Dawn Reynolds, Mark Smith, Karen Williams

Staff Present: Cameron McEllhiney, Liana Perez, Michael Vitoroulis

Absent: Brian Buchner, Anthony Finnell, Walter Katz

**1. Minutes Approval:**

Lewis moved, seconded by Reynolds, to approve the August 9, 2017 meeting minutes. Motion passed.

**2. Officer Reports:**

a. President’s Report:

Corr noted there were two people from the Civilian Oversight Task Force in Baltimore at the conference, as well as the new Director of the oversight office, Jill Carter. The task force has until March to make their recommendations, and the OSI report that NACOLE was involved in is a foundation of the process.

b. Secretary’s Report:

Williams reported that renewals had come in nicely and there were only a handful of organizations that had not renewed. She noted there would be a few people at the conference who are ineligible to vote based on the date they renewed their membership.

c. Treasurer’s Report:

Reynolds reported the organization’s overall balance in all accounts as of September 9, 2017 as $364,420.18. The accounts include $151,758.56 in checking, $203,413.29 in savings, and $9,248.33 in the scholarship account.

McEllhiney noted that approximately $7600 may be due to people who are unable to attend the conference due to the hurricanes. After a brief discussion, it was determined that everything would be refunded to those who are unable to attend.

**3. COPS Grant Update:**

a. General Updates:

McEllhiney reported that the grant has four deliverables: 9 site visits (three left: Philadelphia, Denver, and Cambridge) with detailed case studies; an overview of best practices; a “Guidebook and Decision Making Guide” that will help those through the process of enhancing or creating oversight; and an Online Toolkit (website) that is interactive.

b. Online Toolkit:

Vitoroulis led a discussion of the various options for the online toolkit and provided samples that had been put together by the web developer. He has been asking people what they would like to see in an interactive toolkit, and the consensus appears to be something that can be filterable, searchable, and sortable. He said he had found an open source program that would allow for a mapping tool to be built. Currently, the grant has allotted $35,000 to the web developer for the toolkit.

c. Committee and Board Responsibilities:

A discussion was held as to how best to gather the data for the online toolkit. A suggestion was made to use grad students, but noted there was no money in the grant budget to pay them. Additional ideas were to utilize committees to gather the information needed, reach out to the individual heads of organizations for information, or to conduct a survey. One of the concerns expressed with the toolkit was the fact that the data will need constant updating, and we are unsure at this point how best to make that happen.

**4. Planning for the 2017-18 Board and Committees:**

a. Meetings:

Corr noted that if elected, there would be three in-person board meetings in 2017-18: the mid-winter meeting in St. Petersburg, FL; a late spring meeting at the location of the academic symposium, and a fall meeting before the conference.

b. Staff Needs:

Perez noted at the beginning of the board year, she and McEllhiney would meet with each committee chair by phone to tell the chair what the committee can help with and what tasks need to be accomplished. McEllhiney commented that the committees are the things that can help build the capacity of the organization to do the work the organization desires to do. Frasier suggested the committee chairs make it clear to the committee members what the anticipated time commitment would be as well as the duties. Reynolds noted that there appears to be a disconnect between the staff and the board in that the day-to-day work does not readily get discussed. Frasier stated the day to day management should be left to the Executive Committee and the Board as a whole should focus on policy-making. It was suggested that a policy be written as to who can speak for the Board as a whole, and perhaps also develop some official positions of the Board. Corr noted this would be an ongoing discussion in the coming months.

c. Committee Continuity:

Corr urged the members who were remaining on the board to look at the current makeup of their committees and to possibly recruit those who would be good committee members. He emphasized the need for minutes, and suggested annotating the agenda for each meeting with notes of what was discussed.

Job descriptions for each committee were discussed. Committee chairs should write a paragraph about the expectations of the members and the tasks that will be taken on during the board year. Additionally, it may be necessary to have a “committee orientation” to talk to members about duties and expectations. Corr asked committees to think about what size of committee is needed to carry out the work of the committee. Additionally, it was recommended that a vice-chair not be appointed until a few meetings in so that an appropriate party can be identified for that role.

d. Committee Chair Assignments:

Corr encouraged each member to think about the roles of the respective committees and what the goal of each committee is. Lewis suggested making committees more task-based. Perez stated the sign-ups would be in the current committee structure but that changes could be made down the road when people are contacted about their interest and subsequently appointed.

**5. Board Schedule for the Conference:**

McEllhiney, Williams, and Reynolds ran through the board-specific schedule for the conference and highlighted areas where Board member participation was requested.

**6. Strategic Planning Next Steps:**

McEllhiney discussed the Technical Assistance Review that had been completed by the Improve Group as a result of their work with the board throughout 2017. McEllhiney noted that four items emerged, falling into three themes: NACOLE struggles to maintain consistent, reliable volunteer engagement; annual knowledge and process gaps emerge during volunteer turnover; NACOLE volunteer and staff member capacity is exceeded; and there is an inability to exceed current practices due to strained capacity and consistent turnover. The overarching themes of these issues are structural, motivational, and financial. The feeling of the board was that these are items that will have to be worked on going forward and it will be a continual work in progress to develop methods to cope with these issues.

**7. New and Unfinished Business:**

Reynolds discussed the need for the organization to continue to grow its finances and to look into an investment banker. Mitchell expressed concerns about high rates to use an investment firm. Frasier moved, seconded by Hutson, to authorize Perez to talk to investment companies to explore options. Motion passed.

Williams thanked Mitchell, Reynolds, and Smith for their service to the board over the past three years.

Lewis discussed the social media policy and it was determined that it would be on the agenda for adoption at the October board meeting.

**8. Adjournment:**

Williams moved, seconded by Lewis, to adjourn. Meeting adjourned at 1658 hours PDT.

The next meeting will be on Thursday, September 14 at 7:00 a.m. PDT at the Davenport Grand Hotel.

Respectfully Submitted,

Karen U. Williams

Secretary