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| **Attendees:** | | | | |
| **Present:** |  |  | **Absent:** |  |
| Nicole Waltemath X | Liz Redman X |  | Kelly Matthews |  |
| Brenda Haines X | Brenna Root X |  | Stephanie Gyldenvand |  |
| Melissa Weyland X |  |  | Peter Westort |  |
| Za Barron X |  |  | Paul Van Auken |  |
| Samantha Larson X |  |  |  |  |

| **Topic** | **Facilitated by:** | **Discussion** | **Actions** |
| --- | --- | --- | --- |
| Call Meeting To Order | Brenda | Brenda called meeting to order at 6:34pm. |  |
| Member Comment | All | None. |  |
| Treasurer’s Report | Consent Agenda | Savings: $56,530.32  Checking: $818.15  Members: 535  Part Time Members: 51  Total Members: 586 |  |
| Introductions | Brenda | Introductions, welcome to new board members. |  |
| Officer Elections | Brenda | Officer Slate proposal:  President: Brenda Haines  Vice President: Nicole  Secretary: Melissa Weyland  Treasurer: Peter  Za made a motion to pass proposed officer slate, Sam seconded. |  |
| Consent Agenda Review | Nicole | Discuss consent agenda format and usage:   * Off-budget items will not be on consent agenda, must be placed on regular agenda for discussion   Motion approved by Nicole, second Za to proceed with consent agenda format. | AI: Liz send Brenda email address and Brenda add Liz to Basecamp to view docs in future |
| Annual Meeting Recap | Brenna and Brenda | AM team (Brenna, Stephanie and Lynnsey) will be meeting in May to debrief as a group.  Today’s Feedback:   * Went well, Tamales were very good * Need to be better prepared for the registration table, member lists issues * Conflicted with the style show downtown, let’s be sure to check for conflicting events in the future. Set a cyclical annual date for each year? * Two floors maybe not ideal unless there is an elevator * More time for vendors to set-up before guests arrive (?) * Keep in mind some members will show up very early, setup early * Announce and recognize vendors * Announce and recognize caterer * Announce and recognize raffle more heavily | AI: Melissa send Thank You’s to the vendors.  AI: Brenna put together survey for vendors solicit feedback  AI: Brenda send member cards to the 5 new members  AI: Brenna reach out to Stephanie on the member contact update cards from AM |
| Brenna Debrief | Brenna | Secretary   * Co-op Emails – Melissa * Membership Lists (Google and Nationbuilder) – revisit process at next meeting. Pre-work prior to next meeting? * Agendas (post to website and link to FB) - Melissa/Brenda * Minutes (basecamp and website) – Melissa   Outreach/Communications   * Facebook Page Admin- communications team * Website maintenance – communications team, project manager, Liz?   Member Onboarding   * Membership cards   Other   * Take pictures at events * Special events planning (annual meeting, grow-op)   Future: Nationbuilder and Google Docs training | AI: Mel and Brenna connect on how to check email  AI: Mel and Brenda discuss posting of agendas to website  AI: Add member onboarding to next meetings agenda  AI: Brenda discuss website maintenance with Liz |
| Charter Approvals | Brenda | Capital Campaign Charter – motion to approve by Nicole, Sam second.  Hiring Committee Charter – motion to approve by Sam, second Nicole.  Site Selection Committee Charter – motion to approve Za, Liz second.  Suggestion to create an org chart when committees have formed. |  |
| Volunteer Engagement | Brenda | We will move discussion on how to involve and engage interested volunteers to the next executive committee meeting. |  |
| Board vacancy | Brenda | Discussed re-filling Paul’s position.  Suggestion to build-in an alternate position into future elections. |  |
| Farmers Market | Brenda | We are signed up for every week, beginning in June. | AI: Brenda further discuss with Roy. |
| Conflict of Interest Statements | Za | Board members to review and sign Conflict of Interest Statement. | AI: Review conflict of interest statement |
| Next Meeting Topics |  | Fermentasting and/or Vines and Rushes Event  Date/Time for future board meetings |  |
| Adjourn | All | Za made motion to adjourn meeting. Sam 2nd it. Meeting adjourned 9:45pm.  Next Meeting(s):  Executive Team Meeting: 5/14/2018 BDC 5:30pm  Board Meeting: 5/23/2018 BDC 6:30pm |  |  |  |  |