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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** |
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| Call Meeting To Order | Brenda | Brenda called meeting to order at 6:34pm. |  |
| Member Comment | All | None. |  |
| Treasurer’s Report | Consent Agenda | Savings: $56,530.32Checking: $818.15Members: 535Part Time Members: 51Total 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: PeterZa 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 feedbackAI: Brenda send member cards to the 5 new membersAI: 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 emailAI: Mel and Brenda discuss posting of agendas to websiteAI: Add member onboarding to next meetings agendaAI: 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 EventDate/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 5:30pmBoard Meeting: 5/23/2018 BDC 6:30pm |  |  |  |  |