



**YNPN-TC Board Meeting**

September 5, 2019

5:30 pm – 7:30 pm

Attendance: 11-2					
	Present	Absent		Present	Absent
Biftu Takele	X		Matt Boston	X	
Cate McKay	X		Paul Johnson		X
Dan Frankenfeld	X		Ruth Hamberg	X	
Emily Pyle	X		Tess Montgomery		X
Kelsey Parsons	X				
Ken Lawrence	X				
Kevin Bruins	X				
Kristin Skaar	X				
Laura Daugherty	X				

**Minutes**

5:37 pm – Cate leads the MVV exercise. Each person gets a slip of paper with one of YNPN-TC's values on it along with questions to answer in pairs.

5:57 pm – Consent agenda approved.

5:58 pm – Kevin reviews some details of the Emergency Working Board meeting that replaced the date and time of the Mid-Year Board Retreat. First, he goes over the SWOT analysis results. The board reviews what is written down in each quadrant and discusses. Kevin introduces the four areas of work that the working meeting identified:

*Programming: the type of support that YNPN is going to provide - what is in our scope*

Board members: Emily, Laura, Kristin, Tess (lead)

*Board recruitment strategy*

Board Members: Kayla (co-lead), Ruth (co-lead), Kelsey

*Processes - streamlining (a lot of things that we could stop doing or do more efficiently)*

Board members: Ken, Biftu, Cate (future co-lead), Slight Kayla

*Understanding and leveraging our place in this industry and in current context*

Board Members: Emily, Cate, Biftu (lead), Tess

6:18 pm – Cate, Dan and Ruth share their experience at the YNPN National Conference in Chicago in August. The board discusses similarities and differences between the Twin Cities chapter and other chapters of YNPN. The board asks questions to the three attendees. Ruth goes over the schedule of the conference.

6:40 pm – Biftu updates the board on the EDI program on September 18th.

6:50 pm – Kevin shifts gears to Biftu, Dan and Kelsey, of the Governance Committee. The three are leading the 2019 elections task force. The board discusses how to begin the elections task force and a new wiki is created.

7:10 pm – The last minutes of the meeting are reserved for brainstorming around the four focus areas that resulted from the SWOT analysis (SWOT = Strengths, Weaknesses, Opportunities, Threats).

**Agenda**

September 5, 2019

5:30-7:30 p.m.

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<u>Meeting Location</u>	<u>Post-Meeting Location</u>
Arc Minnesota 2446 University Ave W, St Paul, MN 55114	TBD

Welcome!

**Welcome - MVV Activity (Cate) (10 minutes) 5:30 pm**

**Consent Agenda - (5 minutes) 5:40 pm**

- Vote on August Meeting Minutes

Committee Check-in - Read Ahead of Meeting

What's one thing you're excited about in the last month, and what's one thing you could use help with from the board?

- **MemComm**
  - Excited about: Upcoming MemComm Potluck and planning member meet-ups
  - Need help with: Welcoming and engaging new members -collecting observations and engaging with members at events, reaching out to new members after events.
- **ComComm**
  - Excited about: Planning for our communications campaign!

- Need help with: Communications campaign to engage new members - more information to come
- **GovComm**
  - Excited about: Biftu and KP co-leading the elections task force!!
  - Need help with:
    - Additional member for mid-year retreat (Values Screen) - PLEASE CONTACT DAN
    - Volunteers for elections task force
- **ProComm**
  - Excited about: New ProComm Chair (Kevin's note)
  - Need help with:
- **EYLI**
  - Excited about:
  - Need help with:
- **Volunteer Manager**
  - Current Priorities: advertising more specific volunteer opportunities (coming out of cross-committee chair calls)
  - Need help with: hearing from committee chairs as specific volunteer needs or opportunities arise (ongoing)

### **Retreat Replacement Recap - (20 minutes) - Kevin & Laura 5:45pm**

-Did a SWOT analysis

-4 areas of focus

Programming: the type of support that YNPN is going to provide - what is in our scope

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Board recruitment strategy

Board Members: Kayla (co-lead), Ruth (co-lead), Kelsey

Processes - streamlining (a lot of things that we could stop doing or do more efficiently)

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Understanding and leveraging our place in this industry and in current context

Board Members: Emily, Cate, Biftu (lead), Tess

-Board members should feel encouraged to bring forward ideas/proposals in order to address concerns, push us forward to capitalize in growth areas.

### **National Conference Review - (15 minutes) - Ruth, Cate, Dan 6:05pm**

### **Navigating in the Workplace Check-in/Asks for Board - (10 minutes) - Biftu 6:25pm**

**Elections Task Force - (15 minutes) - Dan/Biftu/KP 6:35pm**

**Preview Gmail - (10 minutes) - Emily/Kevin 6:50pm**

**Focus Areas - (Remaining time)**

**Official Business & Wrap-Up - (5 minutes) - Kevin 7:25pm**

**Officer & Chair Updates (Written updates here - read ahead of time and bring any questions you may have)**

- Chair & Vice Chair
  - **Next Board Meeting: Thursday, October 3, 2019. MVV Activity: Kristin on deck**
  - Chair/Vice Chair 1 on 1s- Kevin and Laura will be reaching out to schedule 1 on 1s with each of you.
  - **Reminder** - Please connect directly with Kevin Bruins or Laura Daugherty if you want to talk about Board Giving
  - **Setting Committee Meeting Dates - if you have questions, reach out to Laura / Kevin**
    1. **Set a recurring date / time** of the month
    2. **Update Google Calendar** with recurring day / time for the upcoming year
    3. **Locations** - central options with tech are best (Wilder has a great free option if you reserve)
    4. **Send reminder to Google Group** for your committee a few days before the upcoming meeting
- Treasurer
  - Up-to-date budget
  - Fiscal '19-'20 Budget Breakdown
  - Updated 2019 YNPN Development Plan
- Secretary
  - Check your information on the Board Roster to make sure it is correct
- Volunteer Manager
  - No update
- National Liaison
  - Register for the YNPN Leaders Site: <http://leaders.ynpn.org/register>
  - You can read the full YNPN National strategic plan here

- This is where you can find resources, history, affiliation information, upcoming national events, etc.
- Membership
  - Membership engagement and board roles in engagement/outreach.
- Communications
  - New: Brand ambassador board training
  - Like/follow @YNPNTC on Facebook, Instagram, and Twitter; and join the LinkedIn group. If you aren't on one of these, now's a great time.
- Governance
  - Gmail infrastructure volunteer access agreement is in progress
  - IDI update: debriefs are happening and small groups will set up meetings at least quarterly
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- Programming
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- EYLI Leadership Institute
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### **Recent & Upcoming Programs**

- Previous
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  -
- Upcoming
  - 
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### **MVV Assignments**

<u>Month</u>	<u>Mission/Vision/Values</u>
<u>January</u>	<u>Kevin Bruins</u>
<u>February</u>	<u>Laura Daugherty</u>
<u>March</u>	<u>Kayla Farhang</u>
<u>April</u>	<u>Ruth Hamberg</u>
<u>May</u>	<u>Nicole Lovold-Egar</u>
<u>June</u>	<u>Ken Lawrence</u>

<u>July</u>	<u>Dan Frankenfeld</u>
<u>August</u>	<u>Biftu Takele</u>
<u>September</u>	<u>Cate McKay</u>
<u>October</u>	<u>Kristin Skaar</u>
<u>November</u>	<u>Tess Montgomery</u>
<u>December</u>	<u>Kelsey Parsons</u>

<https://drive.google.com/file/d/1Hv72AUuu4MaQ2JQMyYDFj2P8ufLMx9Dx/view?usp=sharing>