

ICF Ohio Valley Board Meeting
January 8, 2018

Attending: Sandra Hughes, Bill Greenwald, Becky Lingo, Ericka Foley, Jeff Nally, Jennifer Seaver-Stokes, Janet Fulton, Bonnie Stith, Meredith Williams

Absent: Michelle Naiser

The meeting began at 11 am and is recorded.

Welcome 2018 - What is one thing each of us is excited about in 2018?

Virtual leader Assimilation: What questions or expectations do we have of each other?

Highlights (Operating Principles):

1. Since we are a virtual team and all volunteers, communication is important; most will be via email, phone and video. A couple general asks
 - in email its easy to misinterpret messages; we should all act like coaches and ask questions for clarification with no judgment if something bothers you.
 - Respect each other and push back if there are too many demands; since there are so many moving parts, we have to be OK with some things being done and others not.
 - In email use the subject line as much as possible so that the reader can decide what to do with it and when. For example:
 - Put 'Immediate Response Requested' in the subject line, with the context.
 - Put basic information in the subject line along with 'Action Requested by xx/yy' if appropriate
 - If for information only, put "FYI" only
2. If a response is requested but there is no response after 2-3 days, or if there is something urgent, it is OK to text a board member asking them to check email. Phone calls are also fine but realize it may go to Voice Mail.

Consent Agenda (routine updates and reports)

- December minutes were approved with one edit: Jeff moved to approve, Becky seconded.
- All board members should refer to Sandra's 'For Information' email preceding the board meeting. Included are the expense reimbursement form and membership email request form.
- Drop box: Meredith showed drop box which is essentially virtual filing cabinet and asked who wanted access to what. Bill recommended that all documents be put into one folder with a file structure mirroring the current Dropbox folders. All board members should have access. There may be key documents that should be protected, but that would be in the minority, not the majority of the content
 - ➔ Meredith and Sandy will work on this together.
- Treasurer's report (Becky): Each strategy holder and function leader needs to get input to Becky on budget requirements. We came to within \$48 dollars of what was budgeted for last year. Let's do the same for 2018. Doesn't mean it can't change but input is essential from each board member. We need to be looking at other streams of income. In looking at the survey, people want advertising? People might want access to our pool of coaches and can we charge for that? Jennifer said that as a chapter, we should consider what no more itemized deductions is going to have on our membership—might be something we want to discuss as the new tax code develops. Sandy mentioned that as a Midwest Region Conference sponsor, we get a share of the profits, but in turn have to do Marketing for the event and supply volunteers.
 - ➔ Each Board Member should give budget requests to Becky ASAP or before February 8, 2018
 - ➔ Bill offered to lead looking at alternate streams of income, and will look at ways to monetize what we're looking at in each of the strategies.
 - ➔ Sandy will talk MRAC (Midwest Regional Conference) sponsorship requirements in February meeting.

Draft Strategy Plan Reviews & Input

1. Janet advised that the Membership campaign drive that runs from Feb to April should be in Strategy #3 as the body of work that will produce and increase impact with the body of members.
2. Strategy #1 (Sandy and Becky)
 - Dashboard: We'll continue to work on and perfect so we can review progress in April.
 - incentives or perks for leadership: Sandy is collecting input from within the Midwest Region for a board vote. At a minimum, we should offer Resource Development Units for volunteers for committee work and other projects. Global has stated that 15 of those can be used for the CEU requirements of member certifications. If we want to be a strong organization we need to build bench strength and succession plan by removing barriers to volunteerism. Janet thought that it would be a good thing to support and we should use our resources to build a strong community of leadership.
 - Committee members role description -- Sandy will send it to members outlining what the expectations and benefits would be over the course of the year. Jeff, as long as it meets ICF requirements, Janet—sending in hours show overall volunteer times and engagement
 - ➔ Sandy will solicit input to her drafts in the next week.
3. Strategy #2 -- Sandy said Michelle has a list of programs, but there are three months where she cannot host—and will need help. Jan, Feb, April she will be traveling. Sandy will take Jan—others who could do Feb or April would be welcome

- ➔ Michelle will send an email when she returns from travel with the program calendar and request for hosts.
- ➔ Board members who would like to host should respond to Michelle or Sandy.

4. Strategy #3 -- Jennifer left the meeting; Sandy and Bonnie described the strategic objective to Engage and Attract from the "high-touch" perspective.
5. Strategy #4 and #5 are being worked.
6. Bill described his desire as President-Elect to serve primarily as COO; aka to champion each strategy leader's success in 2018. Would love to be able to set up meetings (one off) with everyone to dig into strategy and goals to ensure that we're looking into the right things. He will be reaching out to get one on one time. He'd like to know how he can best serve or give to the strategy team.

This was a 'get the stage set' meeting so it took longer than it will normally; we set a basis for filling things out and getting action plans together. Looking forward to seeing things go back and forth in email. Next meeting February 12 @ 11 am.

Meeting adjourned at 12:15.

Respectively Submitted,

Bonnie Stith
ICF OV Secretary