

ICF Ohio Valley Chapter
Board Meeting October 12, 2015

Attending: Chris Padgett, Janet Fulton, Jeff Nally, Belinda Gates, Michelle Naiser, Meredith Williams, Sandy Hughes
Absent: Ann Huttner

Meeting began promptly at 9:00 am EST and was recorded.

September Minutes Approval

Michelle moved, Janet seconded.

Nominating and Voting Process for 2016 officers

Sandy presented a proposed timeline and process, which begins October 19 and ends December 15, 2015. This was generally approved.

- o Chris provided background for the effort -- a) this will 'democratize' the structure of our chapter and b) provide transparency to our membership.
- o Janet suggested we add our Chapter Purpose to the nominating letter to present the bigger frame for our roles. This was generally agreed as a good idea.

Next Steps --

1. Chris will propose a sentence be added at the bottom alerting members about an upcoming change to our bylaws that will be presented to members in January. (See 'Bylaws Revision' topic below.)
2. Meredith and Sandy will determine whether adding purpose to the email body in addition to the standard Mail Chimp template makes sense. They will administer the process as proposed.

Financial Reporting and Budget 2016 Process

Sandy described a proposed template for reporting going forward which was generally approved. This will also provide the foundation for budget creation on a line item basis rather than 'siloes' functions (programming, marketing etc.) Documentation for rationale in budgeting will provide necessary explanation.

Next Steps --

1. Over the course of the next month, Sandy and Meredith will complete the template with actual numbers, as well as contact board members for individual input on the budget.
2. A proposed 2016 budget and new financial report will presented at the November meeting.

Bylaws Revision

Jeff shared a draft of advised bylaws and then collected desired revisions. This was a huge effort that we all greatly appreciate!

Next steps --

1. Jeff will send a new version of the drafted bylaws to the board for a vote before the next meeting.

2. Chris suggested a sentence be placed in the officer nomination letter providing a heads up that bylaws are being revised and will be presented for vote in January.
3. Jeff will send the board approved bylaw revisions to all membership in January for a vote.

Programming

Michelle and Ann are transitioning the role; Michelle is documenting the procedures. Michelle solicited comments and interest in doing a Pulse survey for ideas/contents to membership.

Next Steps:

1. Chris and Janet volunteered to work with Michelle on the survey content.
2. Belinda offered her Survey Monkey advanced account as the survey tool because of the extra features than the basic version we are using for the officer vote.
3. Timing will be March or after to spread out the communication to all membership.

Transparency

Chris proposed that we publish our chapter meeting minutes on the website for all members. Generally approved.

Next Step --

1. After monthly board meeting minutes are approved by leadership, Meredith will post on the website.

Recognitions

Chris proposed we institute a process to:

- o Recognize and award 'Volunteer of the Year'
- o Recognize 'Completing Leaders'

Next Step --

1. Board members will think about whom we should recognize for discussion at the next meeting.
2. Recognitions will be made at the Holiday Gathering (tbd)

ICF Midwest Regional Conference -- Indianapolis

Janet emphasized the opportunity for as a sponsoring chapter.

Meeting adjourned at 10:05.