Minutes for 10.21.21

Action Items are highlighted in red.

Introduction by Mike Streeter
Mike Streeter began by facilitating a discussion regarding questions about the planning process.
Resolution: There appeared be consensus that forward movement was being made, at least from those who had read the proposal, and a review of the proposal began.

Meeting facilitation by Dr. Michael D'Arcangelo
There was a verbal review of the Task Force report. (A copy of the report is identified below). Edits, revisions and updates regarding content and Action Steps are listed below with an emphasis of being fully functional between now and the Jan. 1 deadline.

I.   *Discussion and Summary regarding Action Steps*
       Initial feedback
     A.   The initial feedback focused on the following priorities
- Solidify a Timeline and other steps (additions or edits)
- Recruit a new Director
- Approve the organizational component
- Close out the year and transition to the business of the new year with key members and partners
  - Dalmath Associates
  - Chamber of Commerce

II.   **Action Steps**
     1.   *Regarding the transition* of the Board of Directors
         a.   Mike Streeter offered to stay on as a member of the Board of Directors to:
             i.   Work with Clay Osborne to continue the board structure also recruit/restructure
             ii.   provide continuity for a few months in early 2022 until the new director is appointed.
             iii.   it was suggested that the new board should emerge with full capacity: five members.

     2.   *Decisions*
       Given the more gradual transition of the board, it was decided to appoint/hire a new Executive Director for 2022 with the following directives:
         a.   The new person will work for a year to help direct the changes and transition with the degree of compensation being undetermined at this time.
         b.   Mike Streeter will be able to provide a smooth transfer of knowledge
         c.   The Executive Director for 2022 should help with the Board appointments
         d.   A co-leadership model was approved, confirming a request to the board to create an Associate Director position, to be recruited by the new Director in 2022.
         e.   Mike Streeter had mentioned that there has been a Sec/Treasurer role in the past; there was no further discussion about this.
         f.   Compensation was discussed:

Prior to July 2020, compensation was $400/wk.)
This compensation ended in July 2020 (there has been no compensation since then) and current projections on revenue from dues is in question because:

- Declined membership (due to Covid).
- Undetermined membership for 2022.
- Mike Streeter will attempt to provide an estimate of revenue assuming an even membership enrollment in 2022
- Besides revenue from membership, some revenue can be produced via: revenue producing events or job postings.

Once a balanced budget has been decided, the Executive Director might be compensated

- -on a salary
- -on a stipend basis
- -Pro bono

3. *Discussion regarding related budgetary expenses:*

- Website Questions:
  - Continuation and expenses
  - Hosting and content
  - Can this be recreated and/or a new one built (not using Dalmath Associates?)
    - Or use Dalmath Associates for the platform with a simpler content revision process
  - Associate Director role is a possibility for this role or a pool of volunteer

Discussion summary regarding an Intermediate step about the website

- Website ($400 dollars per month) vs. other forms of labor or volunteers
- Exploratory discussion with Dalmath Associates with should be done by a small team from WDN1-exploring options and associated costs:
  - Sara Molyneux; Mike D'Arcangelo; Jasmine Barksdale
- Mike Streeter can coordinate introductions for the meeting with Dalmath Associates and WDN group listed above

Other operational details for the new Director to understand/address:

Audit forms
Tax Returns

4. *Recruitment process for Executive Director 2022*

a) A recruitment committee charged by the board
- Adrienne Collier
- Deanna Rose
- Terry Platt -Coordinator of the Recruitment Group
- Another person who regularly attends -
- Another person who regularly attends -
- Adviser Mike Streeter -Coordinating

      b) WDN members should forward names to fill the two additional people to Terry Platt fill the ideal size (five members), forward the names to the committee members, & coordinate the logistics

      c) Recruitment Committee will:
         i. Solicit the job description from Mike Streeter
        ii. Work on a letter for Mike to distribute to the WDN list serve
            1. The letter will announce the opening for the director
            2. The letter will also encourage WDN members to forward to external constituencies for the recruitment process
            3. Qualify that people are encouraged the posting forward.
        iii. Complete the following
            1. Qualifications for candidates (with Mike Streeter)
            2. Example: Candidates should be familiar with the WDN mission, purpose
            3. Obtain the Job Description from Mike Streeter
        iv). Develop Application criteria

        Notes
            a. People interested in applying should not be on the selection committee/process
            b. Deadlines and other qualifications are included on the original proposal

5. *Membership Recruitment for 2022*
    a.) Write a letter to members explaining re-evaluation of the purpose and Executive Director 2022
    b.) The letter only acknowledges the planning for the new Director and does address interim strategic planning
    c.) Post the meeting schedule for early or all of 20222:

6. *Agendas for Nov. and Dec.*
    a.) November, - Feb 2022– Operations meeting or Programming meeting?
    b.) In lieu of another programming committee,
          Send ideas to Mike for the programming agendas for Nov., Dec, Jan, and Feb.
          Potential speakers can also be forwarded
          Anyone interested in helping Mike to shape the upcoming programming agendas should reach out to him privately/ off-line.
    Deadline for Mike Streeter's programming ideas (Nov. 1)

Submitted respectfully,

Michael T. D'Arcangelo, Ph.D.
GVC SHRM; Co-Chair Diversity, Equity, and Inclusion