

Special Board Workshop Meeting
9/24/2024 8:30pm via Microsoft Teams

Attendance: Amanda, Tracy, Kayla, Christine, Courtney, Jeremy.

1. Final review of Policy and Procedure and By Law documents
 - a. Susan was in agreement with all items we recommended be housed in her documents.
 - b. **Action: Tracy will re-review all emailed feedback and ensure we aren't missing anything and then send out to Board to review one final time. Any final additions need to be sent to Tracy before our next workshop(10/22/24)**
2. 2026 Competition Solution
 - a. **Action: Send out an inquiry to hosts ahead of the Fall Training to gauge availability to change dates to see what options there are aside from extending the season by one week.**
3. Board Roles/Responsibilities Committee
 - a. Christine, Amanda, Courtney, Kayla will work on outlining the roles and responsibilities for each Board position that can be distributed to new board members or interested candidates to help outline roles, responsibilities, and expectations.
 - b. There is a folder on MYCCA Drive that looks like this was started:
 - i. [link to roles and responsibilities folder](#)
 - c. **Action: Committee will aim for having this completed for our next 10/22/24 workshop.**
4. Board Member Code of Conduct Committee
 - a. Amanda, Tracy, and Jeremy will work on developing a Board Member Code of Conduct to proactively address any future concerns with ethics or perceived conflicts of interest within the Board.
 - i. Board members to sign off on this after each election
 - b. **Action: Committee will aim for having this completed for our next 10/22/24 workshop**
5. Review of website
 - a. Status of photos from MidCoast
 - i. 2024 photos reactivated for us to choose. Estimated we will need about 50 photos to fully illustrate the website.
 - ii. **Action: Courtney will send Jeremy and Tracy the log in information to view and select photos for the website by 10/4/24. Courtney will then upload to the website.**
 - b. **Action: Courtney will confirm the final competition schedule with Susan and then upload the corrected events to the website.**

- c. **Action:** Amanda will work through the archived minutes on the MYCCA Drive and email the PDF versions to Courtney to post on the website by our next workshop on 10/22/24.
 - d. Online payments
 - i. Courtney added Kayla's email to receive notifications when payment are submitted on the website.
 - ii. **Action:** Courtney will send Kayla log in information and instructions on how to access payment summary for the website
 - iii. **Action:** Amanda, Tracy, and Kayla will submit online membership dues to test this out and ensure Kayla receives confirmation of each payment in a easily trackable format.
 - iv. If this does not work, will stop accepting online payments for 2024 and try again for 2025
 - e. Form copies getting sent to Host and person completing it
 - i. Right now, no apparent way for the person completing the form to receive an automatic copy of the form they submitted.
 - 1. **Action:** Courtney will update the form submission confirmation statement to outline step-by-step directions on how to download a copy of the form that was just submitted
 - ii. Hosts will receive a link to a spreadsheet that will provide live updates for each registration. The host will not receive individual emails each time a comp registration is submitted.
6. Other Items
- a. Notification to membership about competition event changes
 - i. **Action:** Amanda will verify all changes to comp schedule are confirmed with the hosts/locations: Firehouse, Bath, Lisbon.
 - 1. Once the above is confirmed - update website and notify membership via email prior to Fall training
 - b. Membership forms due 10/1
 - i. 31 membership forms to date submitted
 - ii. Action: Send weekly reminders until the Fall training for forms and dues
 - c. Other items needed in preparation for Fall Training?
 - i. No other items identified