

<b>MEAC Board of Directors Meeting</b>	<b>Date:</b> 07/11/2017
	<b>Time Convened:</b> 10:00am PDT
	<b>Time Adjourned:</b> 11:03am PDT
	<b>Type of Meeting:</b> Call
<b>Attendees:</b>	Board: Safiya McCarter, Abigail Aiyepola, Cassaundra Jah, Heidi Fillmore, Henci Goer, Rachel Hargy, Kristi Ridd-Young  Staff: Amari Fauna, Trixi Packmohr, Rachael Bommarito, Timberly Robinson
<b>Absent:</b>	Courtney Everson, Ana Vollmar, Diana Snyder, Karen Ehrlich
<b>Notes taken by:</b>	Rachael Bommarito

**Minutes**

<b>Agenda Item:</b>	Consent Agenda	<b>Presenter:</b>	Kristi Ridd-Young
<b>Documents:</b>	06/15/17 Minutes, School Status Report		
<b>Discussion:</b>	Feedback on Board minutes and timely distribution of Board meeting materials. Members satisfied with process.  Motion to accept consent agenda: Heidi. Second: Abigail.		
<b>Conclusions:</b>	No recusals. Absent: Courtney, Ana, Cassaundra (joined meeting after vote), Diana, Karen. Motion passed.		
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

<b>Agenda Item:</b>	Accreditation Summary – Completed Reports (FY 2015-16 and FY 2016-17)	<b>Presenter:</b>	Amari Fauna
<b>Documents:</b>	Accreditation Summary – Completed Reports (PowerPoint Slides)		
<b>Discussion:</b>	Observation: Significantly more reports in 2016-17 than in 2015-16.  Concerns: Do we have enough staff capacity? Do we have enough volunteer (e.g., Board, IBR, ARC) capacity? How many hours does it take to complete this work (both staff and volunteer)? Do we have enough person-hours? Will we in the future?  Follow-up: Organizational/strategic planning for the future (3-5 year timeline). Topic at face-to-face board meeting? Need more data to make this a robust discussion.  Idea: Volunteers start tracking time (Board and ARC). Staff refine how they track time to make calculations about how much time is required to process each type of report possible.		
<b>Conclusions:</b>	Add topic of 3-5 year organizational/strategic planning to October in-person agenda. Look into a system for tracking volunteer (Board, IBR, ARC) hours and refined tracking		

Start data collection.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ Add topic to October in-person agenda	Timberly and Kristi	
✓ Look into system for tracking volunteer and staff time.	Timberly	
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<b>Agenda Item:</b>	Voting Outcomes: Teach Out Language/School Status Report	<b>Presenter:</b>	Timberly Robinson
<b>Documents:</b>	Voting Outcomes (PowerPoint Slide)		
<b>Discussion:</b>	Discuss outcomes. Consider a process for improving electronic voting.		
<b>Conclusions:</b>	Electronic approval of two votes.  Teach Out Language Approved (10 Approve; None Opposed; 1 Abstention)  School Status Report Approved (9 Approve; None Opposed; 1 Abstention; 1 board member did not vote)		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
✓ Look into process for improving electronic voting (i.e. Survey Monkey or Doodle Poll)	Timberly		
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<b>Agenda Item:</b>	Committee Updates	<b>Presenter:</b>	Kristi (Executive Committee), Henci (Policy and Procedure Committee)
<b>Documents:</b>	Executive Committee Update (PowerPoint Slides) and Policy and Procedures Committee Update (PowerPoint Slides)		
<b>Discussion:</b>	Executive Committee: <ul style="list-style-type: none"> <li>• Members: Board - Kristi, Heidi, Abigail, Cassandra; Staff - Timberly</li> <li>• Meet 2 times per month</li> <li>• Overview of committee discussion topics from May and June 2017</li> </ul> Policy and Procedures Committee: <ul style="list-style-type: none"> <li>• Members: Board – Henci and Ana; Staff – Amari and Timberly</li> <li>• Topic of discussion: substantive changes, specifically closing a program. Need for more robust representation. Perhaps one or two more board members to be represented on the P&amp;P Committee</li> </ul>		
<b>Conclusions:</b>	Board members to consider signing up for one of these committees		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

<b>Agenda Item:</b>	Executive Director Update	<b>Presenter:</b>	Timberly Robinson
<b>Documents:</b>	Executive Director Update (PowerPoint Slides)		
<b>Discussion:</b>	Volunteer recruitment – CEU reviewers, Nominations committee, Board, ARC. Call for IBR sign up on Smartsheet.		

<b>Conclusions:</b> Board members to consider signing up for a committee. Consider policy requiring board members to be active on at least one committee.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>✓ Board members sign up for open IBR positions</li> <li>✓ Board members and staff think about people in their networks who may be interested in volunteer work with MEAC</li> </ul>	<ul style="list-style-type: none"> <li>Board members</li> <li>Board members and Staff</li> </ul>	
Change to P+P ?	Change to Handbook?	Notify public or schools?