

MEAC Board of Directors Meeting				Dates: October 28-30, 2019			
				Time Convened: 2019-10-28 9am Central			
				Time Adjourned: 2019-10-30 5pm Central			
				Type of Meeting: In-person and videoconference			
Attendees (Present Yes/No):							
Board Members							
Sarita Bennett	Yes	Mariana Cerqueira Aokalani	Yes	Aimee Eden	Yes	Karen Ehrlich	Yes
Gina Gerboth	Yes	Cassandra Jah	Yes	Maya Johnson	Yes	Katie Krebs	Yes
Safiya McCarter	Yes	Whitney Mesyef	Yes	Abigail Reese	Yes	Kristi Ridd-Young	Yes
Staff							
Jessica Baynes	Yes	Rachael Bommarito	Yes	Marissa Delgado Ohoyo	Yes	Amari Fauna	Yes
Trixi Packmohr	Yes						
Guests: Project X facilitators Abigail Aiyepola and Aimee Brill (10/28/19 from 1-5pm, 10/29/19 from 9am-12:30pm)							
Notes taken by: Rachael Bommarito and Marissa Delgado Ohoyo							

Notes on attendance

1. All directors attended some parts of the meeting. Most directors attended all parts of the meeting. Occasional director absences are noted in the minutes.
2. Most directors attended in person. Mariana Cerqueira and Abigail Reese attended via videoconference. When Mariana and Abigail were not present, they voted by proxy.

Minutes

October 28, 2019 at 9:00am: Meeting called to order.

Agenda Item: Culture Café	Presenter: Casssandra Jah		
Documents:			
Discussion:	Board members and staff introduce themselves, describe a favorite tradition they grew up with, and explain how they got involved with MEAC.		
Conclusions:			
Action Items		Person Responsible	Deadline
✓			
Change to P+P? No	Change to Handbook? No	Notify public or schools? No	

Agenda Item: MEAC Philosophy, Culture, and Board Responsibilities	Presenter: Trixi Packmohr
Documents:	
Discussion: <ul style="list-style-type: none"> • MEAC has a working Board. 	

- Values, culture, and expectations include
 - tolerance
 - open-mindedness
 - listening
 - no bullying
 - focus on issue/task and not personalities
 - be polite and respectful at all times
- All discussion and decisions are confidential.
- Folders distributed to Board members with instructions to complete paperwork and turn in to Trixi at completion of meeting.
 - Materials include: evaluation form, contact sheet, articles on inclusive leadership and Board responsibilities, ethics policy, Board member agreement, volunteer director role description.
- Logistics:
 - Dinner
 - Rental car
 - Group picture

Conclusions:		
Action Items	Person Responsible	Deadline
✓ Fill out evaluation form, contact sheet, ethics form, Board member agreement and turn in to Trixi	Board members	10/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

12-1pm: Break for lunch.

1-5pm: Project X training part I.

Agenda Item: Project X Training, Part I	Presenter: Project X Facilitators: Abigail Aiyepola, Aimee Brill, Safiya McCarter (also a MEAC Board member)
Documents:	
Discussion: MEAC Board and staff participate in Project X training. MEAC has contracted Project X for 12 months of training and consulting in the areas of equity, inclusion, and anti-oppression.	
Conclusions:	
Action Items	Person Responsible
✓	
Change to P+P? No	Change to Handbook? No
Notify public or schools? No	

Meeting recessed overnight.

October 29, 2019 from 9am-12:30pm: Project X training part II.

Agenda Item: Project X Training, Part II		Presenter: Project X Facilitators: Abigail Aiyepola, Aimee Brill, Safiya McCarter (also a MEAC Board member)	
Documents:			
Discussion: MEAC Board and staff participate in Project X training. MEAC has contracted Project X for 12 months of training and consulting in the areas of equity, inclusion, and anti-oppression.			
Conclusions:			
Action Items		Person Responsible	Deadline
✓			
Change to P+P? No	Change to Handbook? No	Notify public or schools? No	

12:30-1:30PM: Break for lunch.

Meeting recommences after lunch. On agenda, accreditation decisions.

Absences:

- Sarita Bennett is absent for all accreditation decisions, including National Midwifery Institute Monitoring Report, Annual Reports, and Florida School of Traditional Midwifery Continuation of Accreditation.
- Whitney Mesyef is absent for all accreditation decisions, including National Midwifery Institute Monitoring Report, Annual Reports, and Florida School of Traditional Midwifery Continuation of Accreditation.
- Aimee Eden is absent for National Midwifery Institute Monitoring Report and Annual Reports for Bastyr University Department of Midwifery, Birthingway College of Midwifery, Birthwise Midwifery School, and part of Florida School of Traditional Midwifery.

Abstentions:

- Katie Krebs has not completed new Board member training in accreditation decision-making and abstains from voting on accreditation decisions, including National Midwifery Institute Monitoring Report, Annual Reports, and Florida School of Traditional Midwifery Continuation of Accreditation.

Agenda Item:	Accreditation Refresher	Presenter:	Amari Fauna
Documents:	Decision Making in Accreditation: A Brief Board Refresher (PowerPoint presentation)		
Discussion:	Amari Fauna presents an overview of how MEAC conducts decision-making in accreditation.		
	<p>Types of reports</p> <ul style="list-style-type: none"> • Initial or Renewal of Accreditation • Annual Reports • Compliance Reports • Monitoring Reports • Substantive Changes <p>Review of Benchmark Scoring Rubric</p> <p>Warm-up Benchmark</p> <ul style="list-style-type: none"> • As a training exercise, Board members practice scoring a hypothetical benchmark. 		
Conclusions:			
	Action Items	Person Responsible	Deadline
✓			
Change to P+P? No	Change to Handbook? No	Notify public or schools? No	

Agenda Item:	Accreditation: National Midwifery Institute Monitoring Report 2019-07-25	Presenter:	Kristi Ridd-Young
Documents:	NMI MR 2019-07-25 IBR Report NMI MR 2019-07-25 School Submission Flash Audit II.A3 Flash Audit III.C1 Flash Audit III.C3 Flash Audit V.C4 Benchmark Scoring Rubric		
Discussion:	Kristi Ridd-Young provides an oral presentation of the IBR report and recommendations for benchmark scoring. <p>Monitoring Report included 17 benchmarks.</p> <p>IBRs recommend scores of Met-2 for 15 benchmarks, Not Met for one benchmark, and deferred scoring one benchmark.</p> <ul style="list-style-type: none"> • III.A5: IBRs recommend score of Not Met with expected compliance date (ECD) in approximately 2 months and compliance report due one month after ECD. 		

<ul style="list-style-type: none"> V.C4: IRBs recommend deferring scoring until additional information is available and a monitoring report due in approximately 3 months. <p>Board discusses IBR report and recommendations.</p> <ul style="list-style-type: none"> Accept IBR recommendations for all benchmarks, except V.C4. Score V.C4 Met-1 with further monitoring reporting required. 			
<p>Conclusions: Cassaundra Jah moves to accept the IBR report with modification to scoring of benchmark V.C4 noted in discussion. Maya Johnson seconds. Absent: 3 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.</p>			
Action Items		Person Responsible	Deadline
✓ Notification to school		Rachael Bommarito	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Bastyr University Department of Midwifery	Presenter:	No presenter
Documents:	BUDM 2018 AR Staff and IBR Report		
Discussion:	<p>Safiya McCarter and Maya Johnson are recused.</p> <p>Staff member recusal: Staff members do not vote on accreditation decisions, but Marissa Delgado Ohoyo, MEAC Accreditation Coordinator, recuses herself from Board discussion as she was formerly the Program Supervisor at BUDM.</p> <p>Board discusses IBR report.</p>		
Conclusions:	<p>Cassaundra Jah moves to accept the IBR report and scoring recommendations. Karen Ehrlich seconds. Absent: 3 Recused: 2 Abstaining: 1 Opposed: 0 Motion passes.</p>		
Action Items		Person Responsible	Deadline
✓ Notification to school		Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Birthingway College of Midwifery	Presenter:	No presenter
Documents:	BCM 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 3 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items		Person Responsible	Deadline
✓	Notification to school	Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Birthwise Midwifery School	Presenter:	No presenter
Documents:	BMS 2018 AR Staff and IBR Report		
Discussion:	Katie Krebs is recused. Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 3 Recused: 1 Abstaining: 0 Opposed: 0 Motion passes.		
Action Items		Person Responsible	Deadline
✓	Notification to school	Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Florida School of Traditional Midwifery	Presenter:	No presenter
Documents:	FSTM 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report. Aimee Eden rejoins the meeting near the end of discussion, abstains from the vote.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds.		

Absent: 2 Recused: 0 Abstaining: 2 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline
✓ Notification to school	Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes

Agenda Item:	2018 Annual Report: Maternidad La Luz	Presenter:	No presenter
Documents:	MLL 2018 AR Staff and IBR Report		
Discussion:	Marianna Cerqueira Aokalani is recused. Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 2 Recused: 1 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline	
✓ Notification to school	Amari Fauna	11/30/19	
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Mercy in Action College of Midwifery	Presenter:	No presenter
Documents:	MIACOM 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 2 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline	
✓ Notification to school	Amari Fauna	11/30/19	
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Midwives College of Utah	Presenter:	No presenter
Documents:	MCU 2018 AR Staff and IBR Report		
Discussion:	Kristi Ridd-Young and Gina Gerboth are recused. Board discusses IBR report, especially scoring for KI-13.		
Conclusions:	<p>Cassandra Jah moves to score KI-13 unsatisfactory. Safiya seconds.</p> <p>Cassandra Jah moves to amend the motion to score KI-13 unsatisfactory with a monitoring report required. Safiya agrees to the amendment. Absent: 2 Recused: 2 Abstaining: 1 Opposed: 0 Motion passes.</p> <p>Cassandra Jah moves to accept the IBR report, as amended. Karen Ehrlich seconds. Absent: 2 Recused: 2 Abstaining: 1 Opposes: 0 Motion passes.</p>		
Action Items		Person Responsible	Deadline
✓ Notification to school		Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: National College of Midwifery	Presenter:	No presenter
Documents:	NCM 2018 AR Staff and IBR Report		
Discussion:	Cassandra Jah is recused. Board discusses IBR report, especially KI-9.		
Conclusions:	<p>Karen Ehrlich moves to accept the IBR report. Maya Johnson seconds. Absent: 2 Recused: 1 Abstaining: 1 Opposed: 1 Motion passes.</p>		
Action Items		Person Responsible	Deadline
✓ Notification to school		Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: National Midwifery Institute	Presenter:	No presenter
Documents:	NMI 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 2 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items		Person Responsible	Deadline
✓ Notification to school		Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Nizhoni Institute of Midwifery	Presenter:	No presenter
Documents:	NIZ 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 2 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items		Person Responsible	Deadline
✓ Notification to school		Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes	

Agenda Item:	2018 Annual Report: Southwest Wisconsin Technical College	Presenter:	No presenter
Documents:	SWTC 2018 AR Staff and IBR Report		
Discussion:	Board discusses IBR report.		
Conclusions:	Cassandra Jah moves to accept the IBR report. Karen Ehrlich seconds. Absent: 2 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.		
Action Items		Person Responsible	Deadline

✓ Notification to school	Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes

Agenda Item:	Accreditation: Florida School of Traditional Midwifery Continuation of Accreditation	Presenter:	Amari Fauna
Documents:	FSTM Continuation of Accreditation		
Discussion:	<p>Florida School of Traditional Midwifery's period of accreditation expires December 7, 2019. MEAC is currently in the process of completing a normal comprehensive review of the institution (reaccreditation process) but will not conclude the process before the end of the institution's current period of accreditation. The review has had some delays, due primarily to MEAC staff availability and changes. The institution has been cooperating with the process. MEAC staff anticipate the process concluding with a decision to be made at the June 2020 Board Meeting.</p> <p>Per MEAC Policy and Procedures, III.1.2, <i>"the institution's/program's accreditation status is maintained while is undergoing the reaccreditation process."</i></p> <p>FSTM requires a continuation of accreditation to allow the comprehensive review to be completed. Any time spent under continuation would be included in the supposed next accreditation period.</p>		
Conclusions:	<p>Cassaundra Jah moves to grant continuation of Florida School of Traditional Midwifery's accreditation starting December 8, 2019, pending outcome of review and FSTM's continued cooperation with the process. Karen Ehrlich seconds. Absent: 2 Recused: 0 Abstaining: 1 Opposed: 0 Motion passes.</p>		
Action Items		Person Responsible	Deadline
✓ Notification to school		Rachael Bommarito	11/14/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? No	

Agenda Item:	Accreditation Policies and Procedure updates	Presenter:	Amari Fauna
Documents:	Draft Section G Policies and Procedures CLEAN Draft Section G Policies and Procedures with markup		
Discussion:	<p>Sarita Bennett and Whitney Mesyef absent.</p> <p>Katie Krebs is no longer abstaining from voting.</p> <p>Abigail Reese departs the meeting; now voting by proxy.</p> <ul style="list-style-type: none"> • Cassaundra Jah shall act as Abigail's proxy. If Cassaundra is recused from a vote, Safiya McCarter shall act as Abigail's proxy. <p>Board discusses proposed changes to the following sections of the MEAC Accreditation Handbook, Section G: Policies and Procedures.</p> <ul style="list-style-type: none"> • Preaccreditation <p>Marianna Cerqueira departs the meeting; now voting by proxy.</p> <ul style="list-style-type: none"> • Maya Johnson shall act as Marianna's proxy. <p>Board discusses proposed changes to the following sections of the MEAC Accreditation Handbook, Section G: Policies and Procedures.</p> <ul style="list-style-type: none"> • Accreditation length • Substantive changes • Accreditation continuations • Show cause • Good cause extensions • Adverse action • Due process • Closures and teach-outs 		
Conclusions:	<p>Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Preaccreditation. Safiya McCarter seconds. Absent: 2 Recused:0 Abstaining: 0 Opposed: 0 Motion passes.</p> <p>Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Accreditation length. Safiya McCarter seconds. Absent: 2</p>		

Recused:0
Abstaining: 0
Opposed: 0
Motion passes.

Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Substantive changes.

Safiya McCarter seconds.
Amendments proposed and accepted.

Absent: 2
Recused:1
Abstaining: 0
Opposed: 0
Motion passes.

Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Accreditation continuations.

Gina Gerboth seconds.

Absent: 2
Recused:0
Abstaining: 0
Opposed: 0
Motion passes.

Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Show cause.

Safiya McCarter seconds.

Absent: 2
Recused:0
Abstaining: 0
Opposed: 0
Motion passes.

Gina Gerboth moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Good cause extensions.

Safiya McCarter seconds.

Absent: 2
Recused:0
Abstaining: 0
Opposed: 0
Motion passes.

Aimee Eden moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Adverse action.

Safiya McCarter seconds.

Absent: 2

Recused:0

Abstaining: 0

Opposed: 0

Motion passes.

Cassandra Jah moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Due process.

Safiya McCarter seconds.

Absent: 2

Recused:0

Abstaining: 0

Opposed: 0

Motion passes.

Karen Ehrlich moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, Closures and teach-outs.

Safiya McCarter seconds.

Absent: 2

Recused:0

Abstaining: 0

Opposed: 0

Motion passes.

Action Items	Person Responsible	Deadline
✓ Update MEAC Accreditation Handbook, Section G: Policies and Procedures and publish.	Amari Fauna	11/30/19
Change to P+P? Yes	Change to Handbook? Yes	Notify public or schools? Yes

Agenda Item: Officers Election	Presenter: Kristi Ridd-Young and Karen Ehrlich
Documents:	
<p data-bbox="185 1635 1430 1673">Discussion: Sarita Bennett, Whitney Mesyef, and Cassandra Jah absent.</p> <p data-bbox="185 1711 1430 1749">Abigail Reese and Marianna Cerqueira Aokalani voting by proxy.</p> <p data-bbox="185 1787 1430 1854">President: Vote of confidence that a President-Elect is not needed because Cassandra Jah would like a second term as President.</p>	

- In favor vote: I am confident in the job Cassaundra is doing and am in favor of her seeking a second term.
- Opposed vote: I am not confident in the job Cassaundra is doing and would like to find a President-Elect to step into the President's role once Cassaundra's term is over.

Vice President of Accreditation: To complete officer's term vacated by Heidi Fillmore. Safiya McCarter nominated. Safiya accepts the nomination. Safiya describes why she would like to serve in this role.

- Safiya McCarter recused during discussion and vote.
- Abigail Reese is absent. She is not able to vote by proxy because her first proxy, Cassaundra Jah, is absent and her second proxy, Safiya McCarter, is recused.

Treasurer: To complete officer's term vacated by Melissa Mayo. Kristi Ridd-Young nominated. Kristi accepts the nomination and describes her approach to this role.

- Kristi Ridd-Young recused during discussion and vote.

Conclusions: President

Karen Ehrlich moves to accept in favor vote. That is, "I am confident in the job Cassaundra is doing and am in favor of her seeking a second term."

Maya Johnson seconds.

Absent: 3

Recused: 0

Abstaining: 0

Opposed: 0

Motion passes.

Vice President of Accreditation

Aimee Eden moves to elect Safiya Vice President of Accreditation to complete officer's term vacated by Heidi Fillmore.

Katie Krebs seconds.

Absent:

Absent: 4 (Sarita Bennett, Whitney Mesyef, Cassaundra Jah, Abigail Reese)

Recused: 1

Abstaining: 0

Opposed: 0

Motion passes.

Treasurer

Karen Ehrlich moves to elect Kristi Ridd-Young Treasurer to complete officer's term vacated by Melissa Mayo.

Maya Johnson seconds.

Absent: 3 Recused: 1 Abstaining: 0 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline
✓ Notify member schools of election outcomes	Trixi Packmohr	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? Yes

Agenda Item: Board Member Buddies	Presenter: Kristi Ridd Young	
Documents:		
Discussion: Consensus of new members to seek out help from colleagues as needed. No formal “buddy” system desired.		
Conclusions:		
Action Items	Person Responsible	Deadline
✓		
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Meeting recessed overnight.

October 30, 2019: Meeting recommences at 9:15am.

Sarita Bennett and Whitney Mesyef absent.

Abigail Reese and Marianna Cerqueira Aokalani voting by proxy.

Agenda Item: Consent Agenda	Presenter: No presenter	
Documents: 2019-08-14 MEAC Board of Directors Meeting Minutes 2019-09-11 MEAC Board of Directors Meeting Minutes Budget vs Actual Report Fiscal Year 2018-2019 Financial Audit October 2019 School Status Report November and December 2019 IBR Assignments		
Discussion:		
Conclusions: Cassandra Jah moves to accept the consent agenda. Aimee Eden seconds. Absent: 2 Recused: 0 Abstaining: 0 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline
✓		
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Discussion of MEAC report to Allied Midwifery Organizations (AMOs) that will occur later in the day. Kristi Ridd-Young, MEAC VP of Outreach, and Trixi Packmohr, MEAC Executive Director, will be attending AMOs meeting.

Sarita Bennett arrives.

Agenda Item:	Accreditation Policies and Procedure updates (continued)	Presenter:	Amari Fauna
Documents:	Draft Section G Policies and Procedures CLEAN Draft Section G Policies and Procedures with markup		
Discussion:	Board discusses proposed changes to the following sections of the MEAC Accreditation Handbook: <ul style="list-style-type: none"> • Section G: Minor P&P edits and clarifications • Section G: P&P reorganization 		
Conclusions:	<p>Kristi Ridd Young moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, minor P&P edits and clarifications. Safiya McCarter seconds. Absent: 1 Recused:0 Abstaining: 0 Opposed: 0 Motion passes.</p> <p>Kristi Ridd-Young moves to accept the changes noted in the MEAC Accreditation Handbook, Section G: Policies and Procedures, reorganization. Safiya McCarter seconds. Absent: 1 Recused:0 Abstaining: 0 Opposed: 0 Motion passes.</p>		
	Action Items	Person Responsible	Deadline
✓	Update MEAC Accreditation Handbook, Section G: Policies and Procedures and publish.	Amari Fauna	11/30/19
Change to P+P? Yes	Change to Handbook? Yes	Notify public or schools? Yes	

Agenda Item:	MEAC Bylaws Updates	Presenter:	Amari Fauna
Documents:	Draft Section J MEAC Bylaws and Ethics with markup		
Discussion:	Amari provides overview of proposed changes to MEAC Bylaws. Board discusses.		

Conclusions: Kristi Ridd-Young moves to send updated bylaws to schools for approval. Safiya McCarter seconds. Absent: 1 Recused: 0 Abstaining: 0 Opposed: 0 Motion passes.		
Action Items	Person Responsible	Deadline
✓ Update MEAC Accreditation Handbook, Section J: MEAC Bylaws and Ethics and send to schools for approval	Amari Fauna	11/30/19
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Discussion of MEAC Standards Revision. Not ready to release for public comment yet. Given the work MEAC is engaged in with Project X, we would like to spend more time revising the standards, especially from an equity perspective.

Agenda Item: Schedule of future Board and Executive Committee Meetings	Presenter:	
Documents:		
Discussion: Board of Directors – every other month 1 st Wednesday of month 12-2pm Pacific/1-3pm Mountain/2-4pm Central/3-5pm Eastern, <ul style="list-style-type: none"> • December 2019 (videoconference) • February 2020 (videoconference) • April 2020 (videoconference) • June 2020 (videoconference) • August 2020 (videoconference) • October 2020 (in-person) Executive Committee 1 st Wednesday of month 12pm Pacific/1pm Mountain/2pm Central/3pm Eastern <ul style="list-style-type: none"> • January 2020 • April 1-2, 2020 (in-person in Chicago) • May 2020 (videoconference) • July 2020 (videoconference) • September 2020 (videoconference) • October 2020 (in-person) 		
Conclusions:		
Action Items	Person Responsible	Deadline

✓ Distribute meeting schedule	Trixi Packmohr	
✓ Add MAST to Jan 2020 EC agenda	Cassandra Jah	
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Agenda Item: Conference Attendance	Presenter: Cassandra Jah	
Documents:		
Discussion: Board discusses which upcoming conferences MEAC representatives should attend and why. Attendance serves the purpose of learning and outreach. Board discusses creating relationships with other organizations that may or may not have conferences. Process for determining which conferences MEAC attends and who attends/participates.		
Conclusions:		
Action Items	Person Responsible	Deadline
✓ Outreach committee develops a rubric for determining (1) which conferences MEAC attends and (2) who participates.	Kristi Ridd-Young (VP-Outreach)	
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Agenda Item: Strategic Plan	Presenter: Cassandra Jah	
Documents: Handout of paper document at meeting from Cassandra Jah		
Discussion: Review of 2018-2019 strategic plan, including <ul style="list-style-type: none"> • Vision for 3-5 years • Evidence MEAC will have in 3-5 years that will demonstrate that MEAC is stable and sustainable • Barriers preventing MEAC from moving toward the vision • Community engagement plan • 2018-2019 strategic directions • 2018-2019 accomplishments • 2019-2020 commitments <p>Introduction of 2019-2020 proposed plan, created by Board President, Executive Director, and Director of Accreditation</p> <ul style="list-style-type: none"> • 6 strategic categories <ul style="list-style-type: none"> ○ Shoring up foundation ○ Schools ○ Networking and communication ○ Budget/Financial 		

<ul style="list-style-type: none"> ○ Board structure/bylaw revisions ○ Accreditation decisions ● For each category <ul style="list-style-type: none"> ○ what launches the work ○ resources needed ○ quarterly activities ○ what victory would look like <p>Board discusses 2019-2020 proposed plan and makes modifications.</p>			
<p>Conclusions: Cassaundra Jah moves to accept 12-month staff action plan as modified during discussion. Safiya McCarter seconds. Absent: 1 Recused: 0 Abstaining: 0 Opposed: 0 Motion passes.</p>			
Action Items		Person Responsible	Deadline
✓	Begin implementation of staff action plan	Cassaundra Jah, Trixi Packmohr, Amari Fauna	
Change to P+P? No	Change to Handbook? No	Notify public or schools? No	

Agenda Item:	Financial Update	Presenter:	Trixi Packmohr
Documents:	MEAC Budget Summary PowerPoint		
Discussion:	<p>Trixi Packmohr provides financial update and amended budget for fiscal year 2019-2020. Additional staff hours are required for FY 2019-20 due to high volume of accreditation work, including</p> <ul style="list-style-type: none"> ● Preparation of materials for review by the U.S. Department of Education’s National Advisory Committee on Institution Quality and Integrity (NACIQI) related to renewal of recognition as an accreditor and ● MEAC Standards revision <p>Karen Ehrlich moves to accept amended budget. Safiya McCarter seconds.</p> <p>Discussion of whether amount of increase included in amended budget will be sufficient.</p> <p>Karen Ehrlich amends the motion to increase the additional funds in the amended budget to \$20,000 to cover expenses for additional staff hours. Safiya McCarter accepts the amendment.</p>		

Absent: 1 Recused:0 Abstaining: 0 Opposed: 0 Motion passes.		
Conclusions: Board votes to accept amended budget with \$20,000 additional funds to cover expenses for additional staff hours.		
Action Items	Person Responsible	Deadline
✓ Plan for extra funds to be set aside each year to fund regularly-occurring re-recognition and standards revisions in future. Example: Set aside 10K each year (5K for re-recognition review and 5K for standards revision) every fiscal year to be used for increases in staff hours needed for these recurring projects.	Trixi Packmohr	April BOD meeting?
✓ Update amended budget in QBO	Trixi Packmohr	
✓ Treasurer research potential investment opportunities	Trixi and Kristi Ridd-Young	
Change to P+P? No	Change to Handbook? No	Notify public or schools? No

Agenda Item: Committee/Workgroup Sessions	Presenter: Cassandra Jah
Documents:	
Discussion: Board decides not to split into small groups. Rather, full Board will participate in discussion of each committee/workgroup.	
Committees/workgroups <ul style="list-style-type: none"> • Outreach • Equity and Access • Development and Fundraising • Educational Standards • Continuing Education 	
For each committee/group listed above, the following was established: <ul style="list-style-type: none"> • Members, chair(s), staff liaison • regular meeting time or plan to determine meeting time • action items for the year • what would indicate victory for the year 	
Conclusions:	
Action Items	Person Responsible
	Deadline

<ul style="list-style-type: none"> ✓ Create document summarizing committee/workgroup members, chairs, staff liaison, and tasks ✓ Launch committee/workgroup activities for the year 	<p>Cassaundra Jah</p> <p>Cassaundra Jah, Trixi Packmohr, Amari Fauna</p>	<p>11/8/19</p>
<p>Change to P+P? No</p>	<p>Change to Handbook? No</p>	<p>Notify public or schools? No</p>