

## Executive Meeting Minutes – November 11, 2017

Attendees: Kathy Carpenter, Brittany Dickey, Michelle Rogge, Melissa Mellor

1. Discuss annual member meeting, elections, potential candidates, etc.

Discussion began with clarification from The Hutchinson Bell (THB) By-laws regarding voting requirements for by-law amendments and executive decisions. The question was raised “when does the executive team vote and when does the membership at large vote?” Per THB by-laws our annual meeting of the members qualifies as a “meeting at-large” at which a 2/3 majority is required for approval of a motion. Including members in more of our voting will help increase ownership in our local chapter, allow more transparency and allow credit to be given to origin of new ideas. The Volunteer Leadership Summit (VLS) and the Chapter Resource Guide (CRG) point out that each local chapter is to adopt THB by-laws. Our chapter has not taken this action yet. These by-laws will be sent to the membership prior to our annual meeting for member review prior to voting.

**Motion:** Michelle made a motion that we, the Greater Northwest Chapter of THB adopt THB by-laws with minor changes to reflect some of our local chapter unique situations. Kathy seconded the motion. We should consider having Dani highlight the changes prior to sharing with the members.

a. Chapter year vs fiscal year. Our fiscal year is June 1 to May 31.

Michelle brought up the idea of altering our “chapter year” to coincide with our fiscal year. This would push elections to May 2018. This implies that the current elected terms will be extended until that time. **Motion:** Kathy made a motion that we change our chapter year to coincide with our fiscal year (June 1 to May 31). Michelle seconded the motion.

b. Offices needing filled this year. Kathy is not eligible to continue in the role of President. Brittany’s position as Vice President is up for reelection. Melissa (secretary) and Michelle (Treasurer) are both not needing filled this year. Kathy expressed an interest in remaining active in the chapter, perhaps as Vice President. Several ideas were discussed regarding future chapter officers. Nominations to open offices should be made prior to our annual meeting. A desire to have officers who have been involved with THB locally was expressed. Regarding current roles and necessary actions, a motion was made. **Motion:** Melissa made the motion to remove Janell Morley from the camp debit card/account and add Michelle Rogge to the camp debit card. Kathy seconded the motion. No opposition. Motion passed. It was mentioned that we should consider

getting Brittany Dickey a camp debit card to help with her role as Event Planner for camp.

- c. Additional items covered. Michelle requested that she be replaced as membership chair. Kathy noted that such a chair position was not a necessity and gave those responsibilities to the chapter secretary. The primary responsibility is to track membership and maintain a current list of paid members which is needed for chapter voting eligibility.

Communication chair, Dani, is a helpful role, but is she willing to continue to serve. This should be clarified prior to our annual meeting. This chair could be replaced, eliminated or absorbed by the secretary. It was suggested that the local chapter would benefit from a social media presence to communicate with members and the public. This can help increase our visibility. This social media presence would be independent of the camp social media. Facebook and Instagram were suggested as appropriate platforms. Kathy would like all old accounts be deleted. It was also noted that Facebook cannot serve as a primary communication tool for the chapter. Email, social media and web should all be utilized.

- 2. Camp related items. ACTIVE is a helpful tool. Someone on the chapter side should be able to grant access as needed to team members. **Motion:** Kathy made a motion that the chapter secretary have FULL admin access on ACTIVE for the purpose of granting appropriate access to the appropriate people over time as roles change. Also, the chapter secretary should have access to ALL digital information, logins/passwords, accounts, etc., to help with job transitions, promote transparency, and provide continued use in the event of an emergency. Michelle seconded the motion. No opposition was noted. Motion passed.

- a. Admin team changes and roles. New team has 10 members. Brandon has made necessary changes and has created a process for team selection.
- b. Future director selection/plan. 2018 camp will have Brandon as director. This will be his 3<sup>rd</sup> year in this role. After 2018, do we ask Brandon to continue and/or bring someone new on the team to learn the role. Luke Simmons was suggested as a potential future director. A commitment of less than 3 years doesn't seem ideal for this role. It seems, by experience, that it takes until the 3<sup>rd</sup> year to really excel in this position.
- c. Leadership model. Brandon has developed a process and it is requested that he write out that procedure for reasons of transparency and to help keep the team on track.

- d. FC focused staff. The team proposes adding THB membership to the counselor application. \*\*\*This must be communicated soon to the Camp team since the applications are set to be ready in less than a week\*\*\*\*  
Ideally, the application would include a link to THB website to join and then return the applicant to the counselor application. Only applicants who join THB, would be considered as counselor candidates. Kathy will contact Brandon with this request.
  - e. Remembering the mission. Camp is a recruiting tool for Florida College. We have a fringe benefit of having a wholesome environment for kids and staff to enjoy. We have some room from improvement, but camp 2017 made great strides in incorporating FC related activities like the coin ceremony. In the spirit of FC, counselors need to be a friend of FC, spiritually minded, children of God.
3. Summit driven needs. Upon reviewing legal and IRS compliance protocol, it becomes exceedingly important that we have clear communication, advance notice, and period of training for role transitions.
- a. Review by-laws. We decided to adopt THB by-laws as mentioned at VLS. We will do so with a few edits (THB 5.2 and requiring officers to be members of THB). Michelle will advise on other needed edits.
  - b. Review Conflict of Interest (COI) policies and needs. Each member of the executive team signed a copy of the COI provided by THB. We would like to have COI acceptance added to the counselor application. Kathy will communicate this to Brandon. The COI must be signed annually, but can be signed more often. All counselors must sign, Board of Directors (BOD/Executive team), chair people, all conference attendees, and camp admin team. As members are selected to attend conferences in Florida, the coordinator will send COI to each person traveling for their agreement and signature. The scholarship committee will also have all members sign at their annual meeting.
  - c. Review website content and necessary 501c3 content. We must post our Articles of Incorporation (AOI), Articles of Association (AOA), By-laws with COI, 501c3 language. Some of these are already on our website. Michelle has the AOI, Kathy has AOA. Michelle will review and reconcile by-laws.
  - d. Scholarship policy clarification. Melissa will review the scholarship policy to make sure THB COI is noted. Each annual meeting will involve signing of THB COI by all committee members.
  - e. State solicitation reports/QuickBooks. **Motion:** Kathy made a motion that our local chapter pay for Cody Cain's service for filing state

solicitation reports annually and QuickBooks subscription annually to comply with current IRCs. Melissa seconded this motion. No opposition. Motion passed.