



Minutes for Board Meeting – November 18, 2015

Board Members Present:

Micah Henderson – **Chair**
Todd Domeck – **Vice Chair**
Ryan Olson – **Treasurer**
Brian Lisson – **Secretary**

Scott Andrews
Niels Damman
Ben Kopp

Michael Smith
Don Stock

Absent:

Michelle Hepler, Matt Marcus

Others Present: Bill Weaver, Director of Operations

Proceedings:

Meeting called to order at:

I. Review and Approve Agenda

Motion #1: To approve the agenda

Moved by: Scott Andrews

Seconded by: Niels Damman

Motion Carried: Unanimous

II. Approve minutes

Motion #2: To approve the minutes of the Board Meeting of October 13-14, 2015

Moved by: Ryan Olson

Seconded by: Scott Andrews

Motion Carried: Unanimous Abstentions: Don Stock

Motion #3: To approve the minutes of the Board Meeting of November 2, 2015

Moved by Niels Damman

Seconded by: Ryan Olson

Motion Carried: Unanimous

Approved: December 16, 2015



III. Old Business

a. Interim Management Committee Update

- Update provided by Micah Henderson
- Members of the committee are meeting daily with a weekly check in on Friday
- Staff meeting was held on Friday, November 13, 2015
- Staff have been asked to provide us with HR information including paid time off taken for the past year.
- Members of the Interim Management Team have had several meetings in the past few weeks related to revising the budget
- Discussion about long term role of Interim Management Team

b. Financial Update

- Update provided by Ryan Olson

Motion #4: To go into closed session

Moved by: Brian Lisson

Seconded by: Scott Andrews

Motion carried: Unanimous

Note: Bill Weaver, Director of Operations was invited to join the closed meeting

Motion #5: To come out of closed session

Moved by: Brian Lisson

Seconded by: Mike Smith

Motion Carried: Unanimous

- Executive Committee will work on another draft budget revision as discussed.

c. Search Task Force Update

- An update was provided by Todd Domeck
- Position has not been posted
- It will be posted by the end of the week
- Jim Wall has asked to participate in the selection process. The Task Force will invite him to assist.



Motion #6: To amend Terms of Reference of the Executive Director Search Task Force to include one additional member.

Moved by: Todd Domeck

Seconded by: Scott Andrews

Motion Carried: Unanimous

- d. ANSI Update
 - Update on our ANSI submission was provided by Bill Weaver
 - We expected to hear by November 11th. Bill contacted ANSI to follow up and was told we could expect a response by November 18th. When no response was received, Bill followed up again and was told that the BSR Committee has asked for an extension and that we can expect to hear back by the end of this week.
 - Scott Andrews and Mandy Stewart (PR/Marketing Committee) have been asked to prepare a press release related to ANSI decision.

- e. Update on Law Suit
 - An update on the lawsuit was provided by Micah Henderson
 - We have forwarded information requested by our lawyer and will be scheduling a meeting to discuss the next steps.

- f. Program Operations Accreditation Task Force Update
 - An update was provided by Mike Smith
 - Documents have been uploaded to the BaseCamp site. These documents include a Draft Manual. Board members are asked to review these documents.
 - Review Manual and template based loosely on ACA process
 - Will have documents for Board's consideration by end of calendar year

- g. Review Committee: Revised PVM Insurance Policy
 - An update provided by Micah Henderson
 - Revised copy of policy has been provided by Review Committee. This is currently being reviewed by our lawyer (Reb Gregg)
 - Once we have received the final copy this will be put to the Board for a vote.

Approved: December 16, 2015



- h. Membership Dues and Fees (Mike Smith)
- Mike Smith provided a series of documents outlining options for a revision of our fee structure.
 - Board members are asked to review these documents.

IV. New Business

- a. Universal Access Affinity Group
- A request has been made to create a Universal Access Affinity Group

Motion #7: To approve the request to create a Universal Access Affinity Group

Moved by: Don Stock

Seconded by: Ben Kopp

Motion Carried: Unanimous

- b. Sponsorship & Partner Policy
- Brian Lisson communicated that there was a need to develop new Board policies for Sponsorships and Partnership agreements.
 - Ben Kopp will draft a policy. Don Stock will review the policy. Staff members: Melissa and Trudy should be involved in the policy development process.
 - Another sponsorship proposal was received earlier in the year but was rejected by the Interim Management Committee.
 - Micah and Brian will forward existing agreements to Ben for his review

- c. Operations and Certification Committee Leadership

Motion #8: To remove Scott Andrews as Chair of the Operations and Certification Standards Writing Committee.

Moved by: Scott Andrews

Seconded by: Brian Lisson

Motion Carried: Unanimous Abstentions: Scott Andrews



Motion #9: To appoint John Winter as Chair of the Operations and Certification Standards Writing Committee

Moved by: Scott Andrews

Seconded by: Brian Lisson

Motion Carried: Unanimous Abstentions: Mike Smith

d. Future Conference Sites

- Update on conference location sites was provided by Brian Lisson
- 2017 - Savannah (contracted)
- 2018 - Fort Worth (contracted)
- 2019 - Reno (contract initiated)
- 2020 - no contract, but began site visits this week for East Coast location
- 2021 - possibly Reno if BOD would entertain going back so soon based upon contract provided.
- Board members would like to know the details of the potential savings for a second Reno conference.
- Board members also want to make sure that planning 5 years out includes capacity for growth of registration.
- Board members also asked about the possibility of a Northwest location for the conference.

e. Standards Development

- Publication of a 9th edition standard will require that other documents will need to be updated (i.e. QCP)

V. Adjourn

Motion #10: To adjourn

Moved by: Brian Lisson

Seconded by: Ben Kopp

Motion Carried: Unanimous

VI. Next meeting

December 16, 2015

1:00 - 3:00 pm CST