

Meeting: NKUCFC Board Meeting: Special Meeting for Membership

Date: June 11, 2018 @ 6 pm

Location: Sanitation District No. 1

Chairperson: Crystal Courtney

Secretary: Tara Sturgill

In Attendance: Crystal Courtney, Chris Kaeff, Tara Sturgill, Liz Fet, Jessica Spencer, Matt Frantz (arrived late), Rosie Santos (arrived late)

1. Edits to minutes

Crystal observed that we had 5 people so we have a quorum and called the meeting to order. Crystal asked for edits to the minutes; Liz gave Tara a printed copy with her edits. Crystal asked for a motion to approve the minutes. Liz motioned. Chris seconded. All approved.

2. Membership Program Results

Crystal explained the purpose of the meeting (see agenda). Crystal pulled up membership survey. Crystal asked for thoughts/initial feedback. Jessica and Liz interjected that it was straightforward. Crystal asked for edits to the membership program. Chris said there could be some clarity in the Lifetime membership description – clarity that it is for one membership, for one person as a representative for a group. Crystal asked for people to make motions to edit and we will vote. Chris asked if we just want make a motion to edit all at once after the document is edited.

Chris motioned to open the membership program to edits for a final vote to approve at the end. Jessica seconded. All approved.

Chris reiterated the thought before about the Lifetime membership being for a single individual. Tara interjected that we could just limit it by exclusion. Chris suggested making the edit of being a single individual of an array of organizations. Jessica is making the edits in DocHub and we will save upon voting at the end of the meeting.

Crystal suggested that the Tree Advocate be changed from Citizen Activist to just Citizen. Rosie said she felt that Individual is more encompassing but won't have issue with the differentiation between Tree Advocate and Professional.

Matt asked if we have enough time to establish these members and get enough of a voting body before the elections. Rosie said that is one of the reasons we have been pushing hard to get this through and we have a broad following through Constant Contact and Rosie and Crystal will follow up with that with the next thing on the agenda. Matt asked about asking for paying members now and waiting until next year. Rosie said that is getting into item C on the agenda. Jessica is going through the membership program document line by line asking for edits. Crystal asked for any edits on membership benefits. Matt asked if we decided on volunteer hours. Crystal said that there was not enough support in the survey for that option at the moment.

Crystal cleared that if we are good with these categories then those will be changes made to the bylaws. Crystal suggested bringing “Being a decision maker...” to the top. Crystal suggested having a discussion for the eligibility for the annual awards. Rosie suggested eligibility for a Member of the Year award at the Annual TIOC Forum. Chris asked if we needed a special honorary category for that; Liz suggested that wouldn’t be necessary, it could just be certificate for the upcoming year. Matt asked if there is going to be any volunteering option. Rosie reviewed the volunteer pyramid that is the structure of the model that was approved. Rosie explained that the survey showed that it is too difficult to track volunteer hours. Matt said that he sees that aspect but he doesn’t understand why we aren’t continuing to consider this volunteer option. Crystal explained that it is part of how we decided to structure the membership. Rosie explained that the original conversation was that there is a lack of clarity of who is part of that group and we are clearing that up. Matt said that some of verbiage is unclear member vs. volunteer. Chris explained we are dues paying members. Liz explained that if you only want to pay the dues, you are still a member.

Jessica asked for edits in Annual Partnership Levels. No feedback from anyone. Jessica asked for edits to the Donating to Special Projects.

Jessica motioned to approve as amended. Liz seconded. Crystal asked for any discussion. Chris suggested Donations to Special Projects, he said the punctuation needs to be fixed. Jessica corrected those issues. Rosie added the change of joining a planning committee instead of a “planning committee”. All in favor. Motion carried.

3. Membership Program Rollout

Crystal explained the agenda items surrounding Item C. Crystal said that documents will need to change due to this membership program. Executive Committee (Ex Comm) will go through the initial changes and present to the Board in the August meeting. Matt said he thinks that should happen in the Board. Crystal said that any motions for edits to the bylaws need to be brought to the August Board meeting and you can discuss that the Ex Comm prior.

Crystal discussed Operational procedures in terms of the membership program. Matt asked about the procedural document is supposed to clarify procedures for the Council. Matt asked if we need to do that first before the roll out. Crystal said no that we already have operating procedures that we are functioning under now and will continue to until this is rolled out. Chris said that it may make sense to have a standing membership committee. Crystal said that it would be split between Development and Operations Committee.

Crystal explained she put in dates for tasks to be done and there are committees to own that on the agenda. Crystal explained that when she and Liz met in May they worked on benefits and ways to expand into other members than arborists. Crystal explained the responsibilities for each of the standing committees as outlined on the agenda and within the Strategic Plan goals. Rosie asked if it aligns with the Strategic Plan objectives, Crystal said yes. Crystal explained that the idea is that it is a step by step process on the agenda.

Chris asked if there going to be a method to join without using Constant Contact. Crystal asked how many checks we get from TIOC. Chris said that maybe 10 to 15. Crystal pointed out that we may need to have paper forms for those people. Jessica pointed out that we could still enter them into the system to keep track of them in Constant Contact. Chris said his biggest concern is that it will be hard to keep track of membership and when their memberships are coming due. Jessica said a lot of membership expires at the same time and maybe we should do that as well to make it simpler. Liz suggested that we have it expire at a given date to help with keeping track of it. Rosie asked about elections, keeping a listserv of members and another listserv of people and volunteers so we are only having members voting. Matt asked about having a third party handling the voting. Rosie suggested having it electronically. Crystal suggested having it before TIOC and present the findings of that voting at TIOC. Matt just said it would be a matter of keeping it unbiased. Rosie suggested Survey Monkey or something that would be controlled and unbiased. Chris said that the Secretary will be in control of the voting and counting. Crystal suggested reading through the benefits and figuring out what that is going to look like.

Matt asked if there is a certain number of members we need to vote. Crystal said even if you only have two members to vote for the election slate then that is the outcome. Rosie pointed out that the Board is all members so we will all vote plus the other membership. Past presidents are voting members and will have a lifetime membership as part of the bylaws.

4. On-Boarding of New Board Members

Crystal discussed new Board member possibilities: Kristy Hofensperger, Tanner Yess, and Mary Ann Shultz. Chris said Kyle from PDS, Matt said he can't do it. Crystal asked the Board if we onboard them now or wait until 2019. Crystal asked to move to Elections before this discussion about Board members.

Crystal passed out the Election Meeting Discussion to review. Crystal read from the handout to the Board. Crystal pointed out that we all started on the Board at the same time, when the Board was formed, and that Chris and Tara will stay in office until 2019. Crystal said she and Rosie will be done as Vice President and President for 2018 as stated in the bylaws and be rolling off the Board. Matt asked if they could run again for office. Chris asked if they would be exofficio members of the Ex Comm and the Board. Rosie explained that they serve but don't vote, though we need to check the bylaws. Matt explained that it is more for their expertise though so they may be able to vote. Discussion amongst the Board regarding ability for ex-officers to run again.

Tara asked for Rosie or Crystal to explain what is happening in terms of the Board being created together and having to make some changes in order to jive with the existing bylaw rules for elections. Rosie explained that we need to get a sense of who wants to serve another term and roll off in 2019, and those who want to 2018 and roll off now. Matt asked does that mean that we expect people to step up and be elected. Matt asked if these Board positions will end and we either need to step off or rerun. Crystal asked if Matt has a preference on when to run. Matt said he will stay for 2018. Crystal said that means Matt's appointment will be up in 2019. Jessica said she will step off in 2018. Crystal will email Michelle and Kris to find out what their preferences are for 2018 or 2019.

Chris ask if there is a waiting period to run for officers. Rosie pointed out that you must be a Board member to run for an officer position but there is no amount of time that you need to be a Board member.

Tara pointed out that Mary Untteriener and Devin Schenk had interest in the Board and she will contact them regarding interest. Crystal said that we have a firm yes from Kristy and we can onboard her now. Crystal asked the Board if we should onboard Kristy now so she could get experience; Jessica and Chris agreed. Matt asked if we have made this more complicated. Rosie said the elections outline in the bylaws aligned with larger organizations. Matt asked if we are large organization; Jessica pointed out that our impact is large. Chris will follow up with Tanner and formally ask him to join the Board. Crystal will follow up with Kristy and formally ask her for a short bio and resume to send out the Board and ask her to attend the August Board meeting and have a proxy vote for her to be a Board member before that meeting. Crystal said that is how we will approach it for everyone until 2019.

Crystal reviewed the timeline and sending out a general email to solicit nominations. Rosie clarified that the TBD list for the Board could run for officers this time if they plan to do so as part of their goals as part of the Council. Discussion of elections and who could run for what. Liz interjected that if you are running for VP then your term would just start in the following year. Matt asked if there is a way to change the odd and even year stuff out of the bylaws and just keep track of when people come on. Rosie said it is to retain institutional knowledge on the Board so you aren't losing a lot of seasoned Board members all at once.

Crystal reviewed the timeline for elections on the back of the handout and explained it. Crystal explained that she wanted to change to an electronic vote in the month of October and have the results at TIOC. Matt asked if the people will know before TIOC if they won. Crystal said yes, they would know. Crystal asked for consensus that that is agreeable, Board agreed. Crystal continued to explain the timeline. Crystal outline the purpose of the Board retreat which will be outlining goals for next year and Strategic Plan review. Rosie pointed out that she has seen training, or a webinar with a national council, etc. Liz suggested that the Board of SD1 would have a "what is SD1 about" presentation. Matt asked about Board training at the retreat. Crystal explained potential training options and Liz explained that you could review the nitty gritty of the Board. Rosie suggested that it could be about fiduciary duties and Robert's rules. Matt said that would be a great idea. Rosie explained that KY Association of Environmental Education (KAEE) uses the retreat for identifying chairs for committees. Crystal pointed out that the chairs of standing committees change on Presidential election years (even) and are appointed by the President and requires Board approval.

Crystal pointed out some information on TIOC which is on the Agenda.

Matt asked to add something –Matt wanted to say that he has been reluctant to sign off on the Volunteer Agreement because of his interaction with Crystal a few months ago. He wants to know what is the issue with sitting down at a Board meeting and editing the Volunteer Agreement. Crystal said that could happen and is possible though it is a standing document for the organization and needs to be signed by all Board members. Matt said his issue was that it was an old document and had not been edited by the Board. Crystal said it was an effort to onboard a new member and use a standing document to help aid what they need to follow as a volunteer of this organization.

Discussion of what the Volunteer Agreement is meaning amongst the Board. Matt asked for an Ex Comm session to discuss the issues at hand with Crystal and their previous interaction (email). Crystal said that will occur after the membership roll out. Rosie suggested to sit down as the Ex Comm with Matt. Matt agreed. Matt asked if Crystal thinks that he has violated parts of the Volunteer Agreement. Crystal said that she thought he had violated parts of the agreement. Crystal said that in order to continue on the Board at he needs to sign the document.

Crystal asked for anything else. Crystal asked for a motion to adjourn. Chris motioned. Liz seconded.