

SEAPA Board Meeting 3/7/2021

Minutes

Date: March 7th, 2021

Time: 10:00am-12:30pm

Location: Zoom

Attendees:

Brad Cleveland, Brendan Chiesa, Erin Collins, Joshua Jackson, Erin Branigan, *Aaron De Sal*, Sally Holmes, Britany Ferrell, Lillian Baer, Kathleen Sebastian, Beth Ahlstrom, *Carolee Walters*, Megyn Rodriguez, Evangelina Sundgrenz, Andrea Shelton, Kenney Tran, Jerome Siangco, John Berry, Garrett Morkill, Hillary Abrams, Briana Celaya

Note: Light colored font indicates individual was not present at meeting

1. Introductions

- a. Introduction to board members and roles

2. Approve minutes from last Board meeting

- a. ____ motioned to approve, all in favor, none opposed

3. Advocacy Updates (Kenney & Team)

- a. Advocacy team gave an update on the Peace Corps funding bill. Rep John Garamendi of Sacramento reintroduced a bill to increase the funds for Peace Corps from \$410.5 to \$450 million.

4. Website Functionalities (Eva)

- a. Eva gave us a run down on how to post events on the SEAPAX website calendar. Members are encouraged to add any event they think would be of interest to the SEAPAX community so people who visit the website see it as a source of information. There will be a reminder in the newsletter for SEAPAX members to check the calendar.
- b. Reminder that the Jobs board is located under “Stay Updated” on the SEAPAX website. All jobs are sent to the job board if they fit under Seapax guidelines. If you have a suggestion to make the job board a better tool contact Eva.
- c. The Discussion Board is a tool that is very underutilized. Groups are created to generate discussions/events for people with similar interests.

5. Mentorship Program (Jenn)

- a. Response to the survey gave some helpful feedback. The results had more feedback from mentees than mentors. Most people felt the length of the program, about 3-4 months, felt like an appropriate amount of time for most. Many applicants seem to want a connection/friend in the SEAPAX community. There were some issues with quality control, Jenn suggested they will add checks into the system. Another change that was suggested was to open up the opportunity to become a mentor to the wider SEAPAX community rather than just the Board. There is still a lot of demand for the program.

8. Proposed 2021 Budget (Brendan/Josh)

- a. Currently calendars are advertised in our newsletter. We want to encourage people to buy online with a \$1.00 off code for SEAPAXmembers. In the spring a stock of calendars would typically be purchased and sold mostly at SEAPAX events (picnic/holiday party) throughout the rest of the year; however, this year the Board will hold off on making a decision to purchase 2022 calendars until a later date.. As a potential alternative, SEAPAX can direct its members, and other potential customers, to the website of the Returned Peace Corps Volunteers of Wisconsin-Madison online platform where calendars can be purchased directly and a percent of the proceeds will be allocated to SEAPAX when the appropriate code is provided.

b. The budget is currently not approved and will be presented again at the next meeting.

9. Board Restructure (Brad)

a. Brad gave a presentation and provided an update of the Board restructure. This included the proposal to add more clarity to the title of Board positions, which in the past have been somewhat confusing and used interchangeably with one another (i.e. Director, Chair, Coordinator, etc.). The proposal includes four different types of Board members:

1. Officers (President, VP, Secretary, and Treasurer)
2. Directors-At-Large (DAL; Service-DAL (up to 3) and Events-DAL (up to 3))
3. Chair
4. Coordinator/Other (title specific to role on the Board, i.e. Webmaster, Newsletter Editor, Happy Hour Coordinator, etc.)

Four different types of Board committees were also proposed, which includes: 1) Executive, Administrative, Service, and Events.

Chairs will be responsible for overseeing specific committees. Committee expectations are as follows:

- Will meet at least once a year
- Service and Events committees will advertise and make their meetings open to Membership
- Will recruit committee members
- Will report committee activities to the Board
- Will have at least one assigned DAL (Service and Events) or Officer (Administrative)

The Executive Committee will include all Board members who have voting rights (Officers and DALs).

DAL responsibilities were proposed as follows:

- Serve on one or more Board committee
 - Help recruit committee members
 - Help organize committee meetings
 - Help compose social media blurbs
 - Help perform program-specific duties

- Help communicate committee/program activities to the full Board
- Help with committee Chair transition
 - Fill-in as “Acting Chair” when needed
 - Help recruit a new Chair
 - Help onboard a new Chair
- Provide assigned committees with a representative vote on the Board
- Participate on the Executive Committee

The draft Board Manual will include the proposed changes regarding the restructure. The goal is to finalize the draft Board Manual by mid-summer and to implement all changes by January 1, 2022. Another update will be presented at the May 2 Board meeting.

10. Fundraising (Lilian/Kathleen)

a. It was suggested that an ad hoc committee be assembled as a way to explore if the Board should formally create a Fundraising Committee and Chair position. The committee will determine what we need in terms of money, sources of income, set up policy for funds in the bank and make recommendations to the Board.

i. Vote to approve committee; Brendan motioned, Beth seconded, all approved, none opposed.

ii. The committee will need a leader and participants. We need a few people to commit to a few months of participation, not a lifetime commitment.

Zoom Chat Comments