**SEAPAX Board Meeting Minutes 7/11/2021**

**Date: July 7th, 2021**

**Time: 10:00 am-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**
2. Introduction to board members, roles & committees
3. Approve minutes from the last board meeting
4. Brad motions to approve, Josh seconds motion, all approved, none opposed. Motion passed.
5. **Fundraising (Lilian/Kathleen)**
6. Lilian and Kathleen want to restructure fundraising process/principal. Fundraising should be a responsibility for everyone on the board not just the fundraising chair. The responsibility for the fundraising chair will not be to raise money but to hold other board members and groups responsible for raising money and to keep that ongoing. The chair will not be filled by a new recruit but by a current board member and elected by executive members. The chair should be filled by someone who is familiar with SEAPAX functions and operations. It was discussed and decided as a board we need to have this new format/process in place before the next board elections.
7. It was brought up to require board members to give a minimum of $15.00 with an option to opt out if they need to. Eva suggested that having a minimum requirement sets up expectations for joining members.
8. Vote to approve points 1-5: Brendan motioned, Josh seconded, all approved, none opposed. Motion passed. Point 6 to be voted on at a later time.
9. **Board manual draft Update (Brad)**
10. Suggestion: leave DALs (Directors at Large) as is rather than add more responsibilities. DALs can participate and help the chairs of events/service committees. In the absence of a chair a DAL can fill in as acting chair.
11. Vote to move forward with new structure. Brad motioned, Josh seconded, all approved, none opposed. Motion passed.
12. NPCA liaison: position has not been filled for a long time. It was suggested that instead of the liaison being a stand alone position the VP can incorporate the responsibilities or potentially ask another board member to fill position. Kathleen suggested there is not enough of a job description to have position filled by an individual member. Description is going to be left as is for now.
13. Board member expectations: suggested to change by laws that state a minimum of 1 year commitment to a 2-year commitment.
14. It was discussed whether the Conflict of Interest policy should possibly be signed by board members every year or if it should last until a member leaves.
15. Policy of members not to derive personal gain or profit from organization, refrain from obtaining lists of clients or donors for personal or private solicitation. There was a question if this was a policy for just SEPAX or also 501 (c) (3) policy. This topic needs to be further researched.
16. **Board Elections (Brad)**
17. Board elections begin in September. There will be a call for nominations in the Mid-July newsletter. Deadline for members to submit a nomination must be no later than August 31st.
18. **Upcoming events (Aaron/Hilary)**
19. The Regional campout at the Sol Duc campground is currently sold out. At the campground sites, if you have a car or RV you must be in a large group site, small sites have only one car spot. There will be some walk-in sites available on a first come first serve basis. Sol Duc Campground has not lifted restrictions for number of people and we cannot sell more tickets. Overflow campsite tickets are still available.
20. **Peace Corps connect 2022 (Brad)**
21. NPCA is giving SEAPAX first refusal to host Peace Corps Connect in 2022. The conference offers great potential to connect with other RPCVs and local organizations. Brad, Eva and Kathleen emphasized the incredible responsibility it is to put on a conference of this size. It was suggested there needs to be a minimum of 5 people for the core leadership team.
22. **Support of Local refugees (Lilian)**
23. There were three requests based on what we put in the newsletter but not panned out into activities. Lilian is currently working on strengthening service action. Erin Branigan asked when this was last advertised to the general public. The last advertisement was two months ago in the newsletter. Sally will put the links in the next newsletter.
24. **Finance Updates (Josh)**
25. Calendar budget went over and donations were over 100%. We are 96% to target revenue. It was suggested to not continue to use Quickbooks if we only have 2-3 transactions.
26. There are new items on the Teespring store.