# Minutes

# SONA Special Board Meeting Minutes

**August 31, 2020**

**6:00 PM Zoom Meeting**

**Attendance:** Tina Arrona, Patricia Castle, Victoria Clark, Sandra Curtis, Kathy Franklin, Kelly Hickman-Begley, Michelle Thoman, Robert Weitzel, and Jill Claire

**Absent:** Jean Anthony

**Guest:** Joylynn Daniels

Meeting was called to order at 6:05 p.m.

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| **Item** | **Description** | **Action** |
| Agenda | Robert reviewed the agenda and the following items were added with no objection:  Board turnover discussion.  Minutes Procedure: After discussion, Kathy Franklin made and Michelle Thoman seconded a motion that draft minutes are sent to Board for email approval within 2 weeks and then approved minutes are posted to webpage with the agenda to promote information sharing and member engagement. Motion carried.  Report out of Executive Committee Meeting: Michelle Thoman reported that the EC met on 8/26 and discussed officer roles, bank account updates, operationalizing finances/payees, and discussed the need to purchase QuickBooks Online, laptops, and a Zoom account. |  |
| Transition to the new Board | Orientation/refresh on Board positions: will do an orientation on 9/23 at Board meeting and it will be the first order of business (same start time of 6PM). The Board is to return confidentiality agreement that is in the packet.  New Board contact sheet: send updates to Jill. Rob removed his work phone # and Sandra will email her changes. Discussed need to share SONA’s website address with members (re-educate).  ONA was notified on 8/25 to update new Board on SONA website & in ONA’s contact lists. Also need to update SONA logo on our website too (Molly from ONA is getting us access to edit the site).  Board meeting format: Zoom is more user and platform friendly and virtual meetings are here to stay. Sandra Curtis might have a coupon. Sandra Curtis made and Tina Arrona seconded a motion to purchase Zoom Pro Plan (upgrade later as needed). Motion carried.  2020-21 Board meeting schedule: Kathy Franklin made and Sandra Curtis seconded a motion to keep the current schedule (4th Wed. 6PM every other month) and per bylaws call a special meeting as needed. Motion carried.  Laptops for President/Treasurer: Michelle Thoman made and Patricia Castle seconded a motion to purchase two $860 laptops with cases, wireless mouse, SONA decal sticker, and taxes not to exceed $2,500 total. Motion carried.  Software: Kathy Franklin made and Sandra Curtis seconded a motion to upgrade SONA’s O365 account to add a minimum of two more license (price not to exceed $380) and purchase QuickBooks Online Plus Plan for $420/year that has multiple users. Motion carried. | Jill will send out updated contact sheet to the Board |
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| Committees | Standing Committees/Chairs (per bylaws) – President is ex-officio member of all:  1. Nominating (3 members elected by membership; Chair is top vote getter)  2. Bylaws (Chair is VP) – Kathy Franklin volunteered (discussed adding Board Term start date to By Laws or establish a Policy to remain flexible)  3. Finance (Chair is Treasurer) – need 1 more, ideally with financial acumen  4. Human Rights (Chair is volunteer member) – need 2  5. Health/Legislative (Chair is volunteer member) – Rob Weitzel will ask ONA for a list of interested prospects and ask if there will be another online training  6. Program (Chair is volunteer member) – need 2  7. Tellers Committee – appointed by the President | Two Board members are asked to sit on each committee plus invite members  Rob Weitzel will get sample policies from ONA and other districts |
|  | Nominating Committee  1. Deborah Schwytzer (3 votes)  2. Detrice Barry (1 vote)  3. Maria Caldwell (1 vote, but moving out of state?)  4. Sara Frazee (1 vote)  5. Andrea Hale (1 vote)  6. Jennifer Leonardi (1 vote) | Jill Claire will email them to confirm willingness to serve and ask extras to be Tellers committee |
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| Membership | Discussed sending a notice of the new Board to membership with an ask for committee volunteers, ask what CE topics they want, notify we are posting agendas and minutes on the website (with web address), and invite them to 9/23 Board Zoom meeting and all future Board meetings.  Discussed how to handle members who are delinquent or not in good standing. Compare Starbucks retuned mail with delinquent list before re-mailing.  Discussed member annual meeting date/time. Plan for a Zoom in early November with a canned ONA CE (ask members for future CE topics and what they want from SONA to engage all members and students / hold a “District Brainstorming Session”), Kathy Franklin made and Tina Arrona seconded a motion to discuss the annual meeting date/time/topic at the 9/23 Board meeting. Motion carried.  Discussed Secretary of State filing, Rob/Jill/Joylynn will stay on this meeting after adjournment to ensure the data is current. | Rob Weitzel will draft message to members for Board input  Jill Claire will prepare returned mail data into an Excel sheet for the Board to discuss at the 9/23 Board meeting  Joylynn Daniels will share ONA’s member survey results |
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| Other Business | Board turnover: after discussion, decided to establish a procedure policy for future Board turnover to ensure a smooth transition. | Topic will be on next Board agenda |
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|  | Patricia Castle made and Kathy Franklin seconded a motion to adjourn the meeting at 8:11 p.m. Motion carried. |  |