Board of Directors Meeting Minutes
Thursday, September 9, 2021 - Virtual

Attendees: Dan Arnold, Nicole Boston (CEO), Mike Crowley (Immediate Past-President), Jimmy Jonsson, Shaun Kelly, Amanda Kimball (Secretary-Treasurer), Bob Libby, Tony Militello, Armelle Muller, Jack Poole (President), Shamim Rashid-Sumar, Albert Simeoni, Beth Tubbs (President-Elect)

Regrets: John Campbell

Guests: Will Clay, Julie Gordon, Jon Hockman, Timothy Hopkins, Maxine Katz, William Koffel, Lee Mullin, Eva Przygodzki

1. **Call to Order:** The meeting was called to order at 8:02 am EDT.

2. **Consent Agenda:** The board discussed the consent agenda.

   A motion was made and seconded to approve the consent agenda as follows:
   - July Board Meeting Minutes
   - July Financials
   - SFPE Denmark Chapter
   - SFPE Hefei Student Chapter
   - Committee on Memberships and Chapters (CMC) Report
   - Strategic Plan Update
   - Summary of Sage Interview & Findings
   - Competitive Benchmark
   - Public Relations and Communications Plan

   Motion passed unanimously.

3. **Presidents Report:** Poole explained that the executive committee had signed on to a letter from ICC to FEMA and that he had given two presentations at OSU.

4. **CEO Report:** Boston shared that we have 113 people registered for the Annual Conference, 60% of the room block is sold out. The Saturday night has sold out so if anyone has issues with booking for Saturday night they should speak with Theona. Additionally, the exhibit hall is sold out and we’ve added 15 more spaces.

   Boston proposed that SFPE require proof of vaccination or proof of a negative covid test within 48 or 72 hours. Boston also explained that the hotel does require masks.
A motion was made and seconded to approve a proof of vaccination or negative covid test for the Annual Conference. Motion passed unanimously.

Action Item: Boston will work with staff to work out the requirements and the correct time frame prior to the event for the negative covid test and share with the board prior to sharing with the membership.

Boston requested that SFPE hire a Research Manager in 2021, who would work under Leslie, now since SFPE has received a FEMA grant and some of the grant money would offset the cost.

A motion was made and seconded to approve early hiring of Research Manager. Motion passed unanimously.

Simeoni joined at 8:43 am.

5. Finance Report: Kimball shared that the Finance committee decided that there wasn’t a need to reforecast the 2021 budget based on the change to an in person annual conference, explaining that the budget is a tool and variances have already been explained. Kimball presented the 2022 budget and reserve options.

Action Item: Board members will get comments and questions about the budget to Amanda Kimball by September 22 and the final budget will be voted on at the October meeting.


Motion was made and seconded to approve the revised Investment Policy. Motion passed unanimously.

7. DEI Training: McKinley advisors facilitated a discussion and training with the board on DEI.

Action: Board asked to watch this video - https://www.youtube.com/watch?v=RZgkJEdMbSw

Jonsson left at 9:23 am. Jonsson returned at 10:29 am.

8. CMC Report: Koffel presented the CMC report. The board discussed the strengths, weaknesses, opportunities, and threats of SFPE chapters.

9. Other Business: Boston reminded the board that the next meeting will be in Baltimore.

10. Adjournment: Motion was made and seconded to adjourn the meeting at 12:04 pm EDT.