

Unit 207
Board of Directors Meeting Minutes
01/14/2021

Meeting called to order: 2:32 PM (via Zoom Meeting)

MEMBERS PRESENT:

Barbara Clements	X
Mickey Goldwater	X
Linda Griffith	X
Cheri Gross	X
Sharon Hoyer	X
James Moody	X
Sandy Potts	X
Dean Truair	X
Rita Wiegenstein	X

ADDITIONAL ATTENDEES (Only present for 1st order of business)

Ken MacMorran

Beth Tobias

ORDER OF BUSINESS:

1. Board Election Update (Ken MacMorran & Beth Tobias)

- The following information was presented by Ken MacMorran:
 - ✓ The upcoming board election process has been organized as a “Timeline for 2021 Electronic Board Election” with events and/or duties reviewed during the meeting. Timeline items may be amended or added, as applicable.
 - ✓ Planned election activities include conducting a system test, updating email list, confirming email blast and paper ballot distribution, sending voter deadline reminder, tabulating electronic and paper ballots, and notifying candidates of results.
 - ✓ A “Unit 207 Voting Flow Chart” was displayed showing the sequence of events for electronic vs. paper vote distribution and collection.
- The following information was presented by Beth Tobias:
 - ✓ To have a current email membership list, extensive research and organization of the membership’s contact information has been completed, identifying 46 members with email issues.
 - ✓ To obtain a current email address from any member with missing or an incorrect email on file, BOD members will contact the 46 members.
 - ✓ Voter preferences (paper vs. electronic) were noted with specific counts provided for members with current/correct contact information.
- Materials (call list spreadsheet, ballot information, flow chart, talking points) discussed during the meeting were provided to all BOD members by Ken MacMorran and Beth Tobias.

2. Approval of Unit Meeting Minutes

Verified during Board of Directors (BOD) Meeting - December Minutes approved electronically and filed on Unit’s website.

3. Financial Report (Barbara Clements)

- Financial information including a balance sheet and profit/loss statement were provided to the BOD via email by Barbara Clements. Motion was made and seconded to accept the financial information – unanimously approved.
- Payment to Steve Wood for lectures will be processed

4. Membership Report (Linda Griffith)

- 3 new members and 5 transfers into Unit
- In December 2020, 17 renewal notifications were sent by email, and in January 2021, 13 renewal notifications were sent by email. Emails will continue to be sent to members regarding renewals and welcoming to Unit 207.

5. Lecture Series Update (Linda Griffith)

Upcoming lectures:

- Sam Dinkin ~ Saturday, Jan 16, 2021
- Steve Wood ~ February 2021

6. Club Coordinator Report (Rita Wiegenstein)

Owners of clubs were emailed with one response received. Next contact to club owners will be via phone call.

7. Mentoring Program Update (James Moody)

BBO\$ (\$220.00) was distributed among mentors participating in the Mentor/Mentee Program.

8. Annual Meeting Update

- The meeting, planned for Saturday, February 20, 2021 at 1:00 p.m., will be recorded for anyone unable to attend using the media link.
- Planned agenda activities include:
 - ✓ Discussion of Financial Information
 - ✓ Introductions of Current Board of Directors and Retiring Board of Director Members
 - ✓ Introduction of Candidates for Upcoming Elections
 - ✓ Floor Nominations for Board of Directors
 - ✓ Voting Procedures
 - ✓ Presentation of Awards
 - Mini-McKenney
 - Helen Shanbrom Ace of Clubs
 - Milestone Achievers
 - Goodwill Awards
 - Texas Star Award
 - ✓ Recognition of Miscellaneous Individuals

9. Conflict of Interest Policy and Disclosure Statement (Cheri Gross)

- Updated version dated 14Jan2021 (Updated Page 5/Item #3, sub-question) Conflict of Interest Policy with Disclosure Statement was provided to BOD members prior to this meeting. Due to time constraints for review prior to this

meeting, final review and approval will be conducted by email or at a future meeting.

- BOD members and any members with a potential conflict of interest continue to forward a signed disclosure to Cheri Gross for filing on the Unit's website.
- Newly elected BOD members will be provided a copy of the Conflict of Interest Policy and Disclosure Statement

10. Miscellaneous / New Business

Replacement or back-up lecturer lecture (Sandy Potts)

- Discussion occurred about the possibility of having a back-up process for a lecturer's unexpected cancellations. Further discussion is warranted, and BOD members were asked to consider alternatives and/or develop ideas for implementing back-up lecturers.

Meeting adjourned: 3:49 PM

Action Items	Responsible	Status	Comments
Obtain copy of signed Conflict of Interest disclosure statement from each BOD member and applicable committee members and file on Unit's website.	Cheri Gross	Pending	
Order medals for Mini McKenney and certificates for Ace of Clubs award winners.	Sharon Hoger	Completed	Medals not available this year; certificates obtained
Create slides for milestone achievers and award winners for Annual Meeting.	Cheri Gross	Pending	
Coordinate collection and publication of nominees' bio's with Ken MacMorran.	Sharon Hoger	Completed	Link to nominees' bio's will be distributed with voting information and reviewed at Annual Meeting
Verify completion of all items on election timeline/Annual Meeting list.	Sharon Hoger	Pending	
Complete calls to members to obtain updated emails.	All members	Pending	
Prepare Annual Meeting media link for membership.	James Moody	Pending	
Review updated Conflict of Interest Policy and Disclosure Statement (Version 14Jan2021).	All members	Pending	
Consider alternatives and/or develop ideas for implementing back-up lecturers.	All members	Pending	