

## Minutes

Board of Directors Meeting Agenda  
February 25, 2021

Zoom: <https://nyfa.zoom.us/j/5809449449>  
1pm-3pm PST

IN ATTENDANCE: Rosa Belerique (President), Andrew Cress (Vice President), Cinnamon Danube (Past President), Roop Prabhu, Ryan Cherland (Treasurer), Ryan Hoadwonic, Meiling Tang, Deborah Lee, Susana Santos, Donald Everhart, Juan Apitz, Vikash Lakhani Cheryl Harris (Attended at 1:30),

Not in Attendance: Jeremy Houska

### Meeting called to order at 1:05 pm

#### Board of Directors Meeting

1. Call Meeting to Order (Belerique - <1min)
  - a. Reminder about purpose of Board Meeting
    - This board is made to make decisions. We may need reminders of this if we get too into the weeds in discussions. We can use the chat for more detailed conversations.
2. Welcome (Belerique - 7 mins) -
  - a. Question: Who is a Black visionary you admire?  
Several board members shared their admiration for black visionaries.
3. Approval of [January Meeting Minutes](#) (Prabhu - 2 min, sent ahead of the meeting)
  - a. Cinnamon makes a motion to approve. Andrew 2nds. No one opposes. No abstentions. Motion was approved.
4. Directory information (Prabhu - 1 min)
  - We discussed the possibility of listing or not listing our emails on the website due to privacy concerns. We decided that members would send a message to the treasurer if they'd rather not have their email listed on the website
  - Listing Zoom meeting IDs is optional for members

- The board will identify their preferred email for correspondence
- 5. Marketing, Outreach & Communications Committees (Everhart & Lee, 20 minutes)
  - a. CAIR Signature block
    - Deborah shared the new signature, which would be used by Board members when they send emails in their capacity as a CAIR Board member. She will share directions on how to add signatures to our signature line. Board members should use these signatures whenever they are using their CAIR email account; however, we did not decide when the use of this signature should officially begin.
  - b. [Email and Social Media policy](#)
    - Above proposal was shared. This is regarding members sending official CAIR emails out to external stakeholders and agencies. Proper ways of using CAIR email were discussed.
    - Possibly vote on defined policy next meeting
      - o Need to think of what happens with violations (president may give a warning, revoke use, etc.). It was recommended that the policy stipulate that violation of the policy is subject to revocation of access to CAIR email at the discretion of the executive committee.
    - Members were advised to tag CAIR social media accounts if you want to boost a message.
  - c. [Master Calendar Planning Doc](#) (sent ahead of the meeting)
    - Members/committees should use the planning doc to post events or major deadlines that other members/committees would find informational for planning purposes, etc. Board meeting dates also go on here. No need to put the small stuff up on here. It was also recommended that significant out of office times be included.
    - Will be put into a Google calendar eventually, and members will be invited to Google events based on calendar. This will be used to create the primary calendar. All members will have edit rights. There will be a search bar to find events.
      - o Completion of this document requested by March 5<sup>th</sup>
  - d. Videos and marketing strategy
    - Rosa put a YouTube video up on our CAIR site. We're looking for videos to put up on social media. Some ideas discussed are getting to know CAIR board members, conversations between two presidents (like CAIR and WSCUC, for example). Plan is to schedule one a month.
- 6. Strategic & Financial Planning Committee (Cress, Houska & Hoadwonic, 15 minutes)
  - a. [Strategic Goals](#)

- Andrew presented several broad strategic planning priorities for consideration by the board. Several were added to the list.
- We discussed how our mission is related to our strategic plan. The strategic plan is in service of the mission but the mission is broader. We may want to consider additional ways to assess whether we are meeting our mission.
- The team will send a second version out before next meeting
- Cinnamon suggested that we may need to focus on developing one or two of these things per year and several members agreed

**b. Credit Card (sent ahead of the meeting)**

- We continued from the last meeting to mull over the prospect of adding a credit card
- The Brex card for nonprofits is the only card that doesn't require the personal responsibility specification. No further liabilities than our current debit card
- We need to have a certain amount of money in the bank at time for application only and we have that.
- It was discussed that we can receive up to 5 cards but we may choose not to distribute them for security reasons. More cards means that we have the more chance for identity theft, so having minimal physical cards may be a better choice.
- Cinnamon suggested that only the Treasurer have access to the card number, and using virtual card numbers, which the Treasurer can distribute for specific purposes. Virtual card numbers can be restricted in terms of when they are valid and for how much. Many agreed.
- The next board meeting will focus on our 'financial policy'. We plan to institute a policy for the next round of votes: How would it be used? Who would use it? Virtual card number policies? Other settings? We'll vote on the general financial policy before voting on a credit card.
  - o Ryan H will circle back with policy details before the next meeting which we will vote on. The policy specs will be sent ahead of time. Ryan may work with committee to set policy recommendations

**c. 2021 Budget**

- i. Rosa stated that one of our main goals is not to have a negative money balance. We either had a negative balance or broke even for the last 3 Northern California CAIR Conferences, approximately. Whether or not the budget is officially approved, Rosa plans to use it as a guideline for financial planning during the year.

- ii. There were questions if goals are set correctly or maybe it's too early to set the goals since so many future things, like the modality of the conferences, are still up in the air.
- iii. It was discussed that since we're in strategic planning processes we should wait upon what we may need to budget for those processes before we vote on the budget.
- iv. As a Board we also need to work through some of the details of having a budget and what this means for our operations. For example, does the treasurer need to provide periodic updates on the status of the budget (e.g., if we're getting "close" to spending too much in particular areas)? What happens if we exceed the budget in a particular area and who approves extra spending?
- v. We also discussed ways to be more transparent with the CAIR community regarding how the Board acquires and spends money but need to think about what level of communication is useful.

7. Systems Efficiencies Committee (Santos, 5 mins)

- This will be updated at later sessions. Meeting is upcoming
- a. A/V costs
- b. CRM
- We will be looking into a CRM for automating our data processes as much as possible
- We should possibly also look into an official CAIR survey tool (e.g., Qualtrics)

8. Partnerships Committee (Lakhani, 5 mins)

- Rosa will send emails soon to current partners but is asking for more help in bringing in new partners. Vikash will connect with Cinnamon and Rosa regarding possible avenues for this.

9. Best Presentation and Best New Presenter (Tang, Danube, 5 min)

- a. AIR Grant changes
- The 2020 CAIR Best Presentation and Best New Presenter Award winners have been notified.
- We still have \$1000 from AIR that was to be used to send the 2019 winners to the 2020 Forum. But it's likely we'll use that for a future winner now that the Forum has been virtual for several years in a row. We have not received guidance from AIR yet.
- For the 2020 Best Presentation winners, AIR will cover the cost of one registration and CAIR will cover the other, as there were two presenters.
- The Committee responsible for session evaluations should work closely with the Awards & Scholarships Committee to make sure that the session evaluation

survey is in alignment with the criteria for winning the presentation awards developed last year.

10. Equity, Diversity & Inclusion (EDI) Taskforce Updates- (Cress, Apitz, Santos - 5 min)

- Currently there are 3 co-chairs as listed. Mission and strategic plans will be shared soon

11. Bylaw Review (Belerique, 15 mins)

- By laws currently state that the president, vice president, treasurer, and secretary are board officers
  - o Treasurer is ex-officio is non-voting
- Rosa wants to make clear and standardized the Social Media Manager and Treasurer role. The bylaws seem to suggest the Treasurer position should be a voting position, but we have been moving forward assuming that it was ex-officio with no voting rights. That needs to be clarified.
- She is interested in making Deborah's role acknowledged, possibly making her ex-officio.
- Andrew says the bylaws may constrain us in what we decide as a board we may just want to sign memorandums of understanding to give the same privileges to ex officio members, with board approval.
- Rosa and Andrew will discuss and clarify.
- a. Approving [Committees](#)
- b. Board Positions

12. New or Other Business (Belerique, 5 min)

- No new business discussed

13. Checking in about meeting frequency (Belerique, 3 min)

- a. Next meeting

14. Adjournment (Belerique <1 min)