



PROPOSED AGENDA – CDS BOARD OF DIRECTORS
MARCH 15, 2019 MEETING

- Welcome & Introductions
- Approve February Board Meeting Minutes
- 2019 Conference Updates – Jane Leonard and guest, Mary Simon Leuci
- 2020 Conference Proposal from GP-IDEA – KP Williams and guest, Gary Goreham
- Bylaws and POG – Margaret Stout
- Scholarships – Michael Fortunato
- Committee Realignment Plan – KP Williams
- Fiscal Plan Communique to Membership – *Jim*
- Staff Search Ad Hoc Committee report – KP Williams
- OTHER BUSINESS

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Meeting ID: 198 655 866

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CDS Board of Directors

Friday, February 15, 2018

6:00pm - 8:00pm (EST)

Participants present:

- Cindy Banyai
- Caitlin Bletscher
- KP Williams
- Daniela Mattos
- Justin Dollard
- Margaret Stout
- Lisa Gilchrist
- Wilson Majee
- Maryam Ahmadian
- Eric Trevan
- Huston Gibson (late)
- Michael Fortunato (late)
- Kurt Mantoya (late)

Not present:

- Jim Cavaye
- Leanne Avery
- Jane Leonard (excused - travel)

Meeting minutes taken by Caitlin Bletscher, CDS Secretary

Meeting Notes

Cindy Banyai called the Board of Directors meeting to order on 6:11pm (EST).

Welcome & Introductions

Approve January Board Meeting Minutes

Margaret Stout moved to approve the January Board meeting minutes; seconded by KP Williams. Discussion (below); unanimously approved.

KP Williams mentioned to use consistent language of "XX moved that ..." in Board minutes moving forward.

Financial Update – *Eric Trevan, Treasurer*

Eric provided the most updated final budget (with a note that it is not a 'draft' as written in the document). The proposed final budget has been approved; there are still some line items in question by the Finance Committee (i.e., membership, Board contributions). Justin mentioned that this budget is up to date what we know in regards to membership, income, and expenses (membership is slightly above what was originally expected). In regards to quarterly financials, Eric mentioned that they are now reconciling the year end.

Draft 12-Year Fiscal Plan Development Process Proposal – *Justin, Director*

The process proposed is in response to the feedback the board provided regarding a fiscal plan framework presented by the Treasurer and Managing Director in December and January per the request of the CDS Finance Committee. The proposal ensures participation by all concerned CDS committees in developing a 12 year fiscal plan. The proposal directs staff to support the process by providing detailed analysis, producing scenarios, managing key deliverables from committees, and taking ownership of the process timeline.

Margaret Stout moved to approve the 12-year fiscal plan development process; seconded by Eric Trevan. Discussion (below); unanimously approved.

Margaret had a concern with priorities and limited time from Justin, the Managing Director; she needs his help on moving forward the P&G Committee, which is of high importance and priority (POG, fiscal plan development, etc.). Justin mentioned that he has seen a significant amount of formatting challenges in the provided POG Word document (that will be continued offline), but it has really been a significant amount of time due simply to formatting issues and expectations. The deliverables themselves - Justin has the data for that - he feels comfortable that we could have it ready for the Annual Conference, as well as the POG.

RFP IT Support Update – *Justin, Director*

Considering that the previous cost of our website provider was fairly substantial, a Request for Proposal was submitted for changes in website management. Justin has received several questions from international individuals and groups, stemming from this RFP, to request additional information. Justin, KP, Eric, and Steve are steer-heading this initiative.

Ad Hoc Search Committee Report - *KP Williams, VP-Ops*

Justin mentioned that he was willing to stay alongside the transition for the new Director position in March (helping with finances, tax return reporting, membership tasks, etc.), as he transitions to a new role outside of CDS. Board members extended their congratulations to Justin. KP, Jane, and Daniela are planning to finalize the description and call for applicants by the end of next week. The Director job description will be sent along to the Board for approval before next steps with urgency.

New Business

1. **Committees:** KP Williams is compiling a current list of our Board involvement and leadership in CDS Committees.

2. **Nominations:** Maryam mentioned that there have been nine nominations for excellent community development practitioners.
3. **UN/IACD Partnership:** Cindy and Maryam have been working with IACD to approve their status with the UN; they've been invited to be an advocacy voice for community development within the UN. They will be reaching out to CDS membership for input in regards to this involvement.
4. **Celebrations:** Margaret mentioned that we have now edited and approved the bylaws and made significant progress this year (i.e., effective Communique that Jim worked on). Gratitude and celebration was raised for these accomplishments.

KP Williams moved to adjourn the February Board meeting; seconded by Eric Trevan. No discussion; unanimously approved.

The February Board of Directors meeting was adjourned at 7:22pm (EST).

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Board and Staff

February	March	April	May	June
Board Tasks	Board Tasks	Board Tasks	Board Tasks	Board Tasks
Board reviews and approves 12-year fiscal plan development process		Approve member recruitment marketing plan and budget to execute ahead of the 2019 Annual Conference	Review draft recommended fiscal plan report with executive summary, action plan, and annual financial targets with committee reports as appendices	Approve 12 Year Fiscal Plan
Associated Board Officers / Directors reach out to Stewardship, Membership, Programs, and Marketing and Communications, and Publications Committees	Associated Board Officers / Directors conduct informal progress check-ins with Committee Chairs	Associated Board Officers / Directors conduct informal progress check-ins with Committee Chairs		Prepare Fiscal Plan presentation for Annual Meeting
Staff Deliverables	Staff Deliverables	Staff Deliverables	Staff Deliverables	Staff Deliverables
<ul style="list-style-type: none"> —4-year membership trend analysis by category —General operations cost per member using 12/31/18 membership count —CD Journal subscriptions cost per member, to include subsidization breakout by category —Analysis of prior four years annual conference costs and profit/loss —Bids for new service providers 	<ul style="list-style-type: none"> —Time required and cost for staff to assume all accounting responsibilities (currently CDS using a third-party CPA to conduct monthly reconciliations, rolling audit) —Projected cost of hiring a full-time executive director or part-time ED with sufficient staff support 	<ul style="list-style-type: none"> —Gather committee reports —Develop detailed action plan per committee recommendations —Revise annual financial targets spreadsheet per committee recommendations —Produce draft recommended fiscal plan report with executive summary, action plan, and annual financial targets with committee reports as appendices 	<ul style="list-style-type: none"> Draft recommended fiscal plan report with executive summary, action plan, and annual financial targets with committee reports as appendices 	<ul style="list-style-type: none"> —PDF and hard copies of adopted fiscal plan report with executive summary, action plan, and annual financial targets, with committee reports as appendices —Graphic of fiscal plan development process and executive summary for PPT

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Publications Committee

February	March	April	May	June
Publications Tasks	Publications Tasks	Publications Tasks	Publications Tasks	Publications Tasks
—Does Taylor and Francis allow CDS memberships without subscriptions to CD Journal		Prepare report for Board on discussions with Taylor and Francis and changes to contract if required	Present report to Board	Prepare to answer questions at Annual Meeting

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Stewardship Committee

February	March	April	May	June
Stewardship Committee Tasks	Stewardship Committee Tasks	Stewardship Committee Tasks	Stewardship Committee Tasks	Stewardship Committee Tasks
<p>—Develop alternative fund management options/fees and recommendations for board review</p> <p>—Work with the Treasurer to transfer management of the Strategic Initiatives Fund: these organizational revenues must be used for operational costs until we are fully meeting them to the level the Board desires (e.g., membership recruitment marketing effort and full-time executive director or part-time ED with sufficient staff support)</p>		<p>Prepare recommendations report, including staff support needed and estimated hours per month</p>	<p>Present report to Board</p>	<p>Prepare to answer questions at Annual Meeting</p>

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Membership Committee

February	March	April	May	June
Membership Committee Tasks	Membership Committee Tasks	Membership Committee Tasks	Membership Committee Tasks	Membership Committee Tasks
<ul style="list-style-type: none">—Model changes to each of the membership fees with no access, digital access, and print subscriptions to CD Journal and Localism—Develop a membership recruitment plan (who are we recruiting and how) with target membership numbers by category, and costs to implement—Establish membership growth targets with consideration of changes to membership levels after NACDEP formed in 2005—Explore joint memberships with other organizations (NACDEP, IACD, etc.)		Prepare report for Board on recommended categories of membership, new fee structures, 12 year membership targets by year and category, and marketing plan with cost to implement	Present report to Board	Prepare to answer questions at Annual Meeting

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Marketing and Communication Committee

February	March	April	May	June
Marketing and Communication Committee Tasks	Marketing and Communication Committee Tasks	Marketing and Communication Committee Tasks	Marketing and Communication Committee Tasks	Marketing and Communication Committee Tasks
Develop a member recruitment marketing plan, including budget to execute ahead of 2019 Annual Conference		Present marketing strategy and budget to Board for approval to immediate execution ahead of 2019 Annual Conference		Prepare to answer questions at Annual Meeting

Community Development Society

Approved 12 Year Fiscal Plan Development Process

Programs Committee

February	March	April	May	June
Programs Committee Tasks	Programs Committee Tasks	Programs Committee Tasks	Programs Committee Tasks	Programs Committee Tasks
<ul style="list-style-type: none">— Develop a conference spending cap policy using a set, assumed percentage of membership attendance using prior 4 years of actual attendance data— Develop proposals for professional development programs above and beyond the conference that would bring in revenue, including proposed budgets		Prepare report for Board with recommended conference spending cap and profit margin policies and proposals for professional development programs above and beyond the conference, with proposed budgets	Present report to Board	Program Planning Prepare to answer questions at Annual Meeting