



CDS April Board of Directors

Friday, April 19, 2019

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

Participants present:

- Jane Leonard
- Cindy Banyai
- Caitlin Bletscher
- KP Williams
- Margaret Stout
- Wilson Majee
- Maryam Ahmadian
- Huston Gibson
- Jim Cavaye
- Justin Dollard
- Daniela Mattos
- Michael Fortunato
- Eric Trevan

Not present:

- Kurt Mantoya
- Leanne Avery
- Lisa Gilchrist

Meeting minutes taken by Caitlin Bletscher, CDS Secretary

Meeting Minutes

Cindy Banyai called the Board of Directors meeting to order on 6:07pm (EST).

Approval of the April Board Agenda

Approve of April Board Meeting Minutes

Jane Leonard moved to approve the March Board meeting minutes; seconded by Jim Cavaye. No discussion; unanimously approved. KP Williams abstains.

Approve Revised 2019 Annual International Conference Budget - *Justin Dollard*

Jane Leonard moved to approve the revised 2019 Annual International Conference Budget; seconded by KP Williams. No discussion; unanimously approved.

Justin and Eric have been updating the budget as the Conference Committee and Local Host Committee have been making decisions on the ground in regards to the Annual Conference. The Board approved the reviewed 2019 Annual International Conference Budget, considering the variance in the budget, with a **net** revenue of 14,543 above the previously approved budget (friendly amendment to “net” revenue” by Margaret Stout).

2019 Conference Updates - *Jane Leonard*

Everyone who has been invited and accepted to present at the Annual Conference is plugged into the concurrent sessions. All locations/meeting rooms are solidified.

Jane Leonard moves to offer a free 1-year membership for students who register for the Annual Conference, thereby allowing them to register to the 2019 Conference at a member rate; seconded by Maryam Ahmadian. Discussion (below). Jane Leonard retracted the motion, due to the discussion.

Discussion: There is a one-day fee for conference attendance; however, that is still out of reach for many conference attendees (including students and local presenters). The number of student attendees is not substantial for the 2020 Annual Conference. Margaret Stout mentioned that we need to remember our previous conversations among the Board about budget restraints. Several Board members mentioned their favor of free student membership.

Temporary Local Conference Participants: Jane wants to know the sense of the Board’s response to offering a temporary presentation fee to local (Columbia, Missouri and greater area) presenters, who are not participating in meals or other activities of the conference. Cindy mentioned that last year, the Board did not approve the ‘day fee’ option for local presenters at the Annual Detroit Conference. Cindy vocalized the importance of the local host presenters and its richness in participating in the conference. Several other Board members mentioned that this is an opportunity for us to think about our policy with our Annual Conference for those that are presenting, to encourage a great, successful conference. Jane mentioned that it wouldn’t be a significant budget impact (since these individuals won’t be eating any food, which is where a majority of where costs are coming from).

Jane Leonard moves to formally invite the membership of CDS to attend the 2019 Annual Business Meeting at the 2019 Annual Conference held in Columbia, Missouri (Business Meeting to be held on July 15 at high noon); seconded by Daniela Mattos. No discussion; unanimously approved.

Jane Leonard moves to approve the authorization to sign agreements/contracts necessary for the planning and execution of the 2020 Annual Conference, in consultation with the 2020 Local Host Committee Chair, the CDS Treasurer, and the current VP of Operations, to be considered within the same conference budget frame as outlined in the CDS 2019 budget. This can be updated once a 2020 CDS budget is passed. Seconded by Jim Cavaye. Discussion (below). Unanimously approved.

Discussion: Jane mentioned that Gary Goreham (Local Host Committee Chair - Fargo, North Dakota 2020) had asked about who would be the contract signature for locking in the 2020 Annual Conference. Jane mentioned that this wouldn't include any deposit or funding, considering that we have not yet approved the budget accordingly. Cindy is concerned that we currently do not have an employed Managing Director and is concerned with the potential legal ramifications of contract signatures given to the Managing Director. The motion was amended by Jane Leonard to pull out the 'Managing Director' position; instead including the Local Host Committee Chair, Treasurer, and VP of Operations.

Bylaws and POG Update - *Jane Leonard and Margaret Stout*

Margaret summarized an update from her email distributed to the Board on March 24, 2019 about a revised POG for CDS. There is a significant amount of conflicting information and work already - Margaret is proposing that we assign tasks and responsibilities moving forward to small groups, specific sections, and with institutional knowledge. Accordingly, the "POG Review and Revision" document was summarized (edits provided below in red) to identify Board and external members to be involved in the POG review process.

Committee Alignment Plan - *KP Williams*

Margaret mostly covered items to be discussed; KP will be keeping tabs on these items, alongside Margaret.

Committee Updates on Fiscal Plan Development Process - *Eric Trevan*

This conversation will be continued in the May Board meeting.

Scholarships - *Michael Fortunato*

There was a total of 93 applicants for scholarships this year, which is substantially more than we've had in the past (last year, about 40). Scholarship reviews are being conducted by the

Stewardship Committee; considering all the time and high volume of documentation/work, we're hoping to get answers out to people by the end of next week. There is a significant amount of international applicants received.

Staff Search Ad Hoc Committee - *KP Williams*

KP updated the Staff Search document - KP will be working on finalizing the document this weekend to be sent out with immediacy. Board members should please forward this information along to get a successful pool of applicants. KP mentioned that Justin is currently volunteering ('pro bono') his time as updated IT services and conference oversight (communication to membership) - KP emphasized that Justin is not at our expense, and is on limited time.

Annual Elections and Nominations Committee - *KP Williams*

Nominations were sent out by Caitlin (encouraging self-nomination) and are underway. Nominations will close the Friday before our May Board meeting; KP will be distributing this slate of candidates to the Board for approval.

Other Business

IACD UN Representation: Cindy and Maryam were representatives of the UN by the IACD - went to a climate and sustainable development event in March in relation to the Sustainable Development Goals.

TICO: The TICO organization found both Wilson and Cindy as connectors of community development. TICO is a networking organization focused on new professionals (virtual space); Cindy mentioned that this could be a potential great future partnership to encourage membership and participation of young community development professionals.

Michael Fortunato moved to adjourn the April Board meeting; seconded by Caitlin Bletscher. No discussion; unanimously approved.

The April Board of Directors meeting was adjourned at 8:03pm (EST).

Next May CDS Board Meeting is Friday, May 17 from 6:00pm - 8:00pm (EST)

Conference Chronological Update

Jane Leonard

Chronological – July 14-17, 2019 (not exhaustive listing of every piece of the conference– but these are the spots where we need appearances/leadership CDS Board members)

Saturday Board Mtg at Whitten Hall – same location as October mtg:

- Board meeting a.m. and new board training in the afternoon (Margaret & I agreed to organize the training/orientation portion for ongoing existing and new board members.) New board members invited to entire day, but need to attend training/orientation in the afternoon.
- Board dinner (**Cindy** – Are you organizing this in collaboration with the Local Host Committee or should I work on that with them?)

Sunday – at Bond Life Sciences Center

- Pre-conference workshops – optional a.m. & p.m.
- 4:30 to 6 p.m. **Welcome for International Guests**– Board members should be there; **Cindy** offers greetings – **Jim Cavaye** & Gary Goreham hosts, **other board members attend**
- 6 to 8 p.m. **Opening Reception & 50th anniversary kick-off**
 - **Jane** is M.C.
 - **Caitlin** is introducing mentors & mentees during Founders/Charter Members/Past-Presidents/Board Members recognition
 - Past-President Sharon Gulick is introducing the 50th anniversary history book and video
 - **Cindy**: would you serve on the Presidents' Panel (one from each decade for an informal discussion on CDS past-present-future and how/why each person became a member/what CDS means to them). You are the 50th, and last CDS President!

Monday – Opening Day & Plenary – at Bond Life Sciences Center

- **8 to 9 a.m. – New Member Orientation – Executive Committee and other Board Members**
 - **KP** – would you host this – and **other board members help plan?**
- **9 to 11:45 a.m. – Opening Session & Plenary** - Mary Simon Leuci & Janie Dunning co-chairs of the Local Host Committee hosts
 - Welcome from U of Mo, possibly Governor
 - Opening Plenary
 - Send-off to Mobile Learning Workshops
- Informal Ice Cream Social upon return from MLWs in evening – downtown Columbia

Tuesday – Bond Life Sciences Center – Looonnggg Day!

- 8 to 9 a.m. - Committee Meetings – Exec Committee attend meetings as needed
- 9 to 10 a.m. – Plenary Session: Cornel Hart to host, and **introduce** Tawanna Black, the speaker.
- 11:40 a.m. to 1 p.m. - Business Meeting: Lunch, President's Remarks and CDS Business Meeting
 - **Meeting hosted by Cindy** (with time for your President's remarks, too). **All board members, and new board members on hand.**

POG Review and Revision

Margaret Stout

Procedure:

1. Copy your assigned section of the POG 3-24-19 into a new document.
2. Keep the entire original for reference.
3. Edit using Track Changes and explanatory Comments.
4. Submit recommendations to the Board for review and follow-up Q&A.

POG Section	Board Members	Review Team Members
Directors and Officers	Executive Committee (Lead: Eric)	Past Presidents, Previous Officers
Committees and Chapters (intro)	Executive Committee (Lead: Eric)	Past Presidents
Nominations Committee	Cindy, Caitlin, and KP	
Stewardship Committee	Eric	Finance Committee members, Past Treasurer, Michael Fortunato
Programs Committee	Jane	KP (as incoming VC), past committee members, and Carrie Staton (a member with a lot of expertise in conferences)
Membership Committee	Jim, Huston, Kurt	Marketing/Membership Committee
Public Relations Committee	Michael and Wilson	Communications/Publications members, editors of Vanguard and CD Practice
Awards and Recognition	Maryam	Committee as configured
Financial Management	Eric	Justin, CDS accountant, Finance Committee members
Human Resources Management	KP, Daniela	Justin, CDS attorney

Administration	Executive Committee	Justin
Advertising	Michael and Wilson	All publication editors
Academic Journals	Margaret	Leanne and John