

**Community Development Society
Board of Directors Meeting
Wednesday, August 26, 2020 - 1:00-2:00 PM Central**

Present: KP Williams, Justin Fallon Dollard, Cornel Hart, Anthony Cook, Bob Bertsch, Lisa Gilchrist, Kurt Mantonya, Huston Gibson, Daniela Mattos, Eric Trevan

Absent: Dilip Patil

1. Welcome and Call to Order - 1:03 PM Central Time

2. Brief General Updates

- a. Eric Trevan, Executive Leadership Fellow
 - i. [Memo - ELF Update](#)
 - ii. Membership, Development, Advocacy, Research → Strategic Plan. Membership committee met in July to align multiple initiatives. Membership database access and use policy needs to be developed. Research projects in progress. Journal - revisiting publications and developing webinars/additional engagement opportunities. Ongoing discussions with potential partners/funding. Strategic plan to be developed/informed by these initiatives/focus area. Justin: Eric's role is not as a secretary/admin, but as an expert in the room. Ongoing issues with Membership, reconciliation/duplicates - exceptions. Changes to membership platform and payment processor. Huston: institution is no longer covering professional membership dues.
 - A discussion arose around a meeting with prospective membership committee members in early July with Eric and Justin. This led to a discussion of the new committee structure. KP and Justin stated that the goal is to have membership leadership of subcommittees with board members chairing the overall committee and acting as liaison to the board.
- b. Executive Committee/Standing Committee Liaisons
 - i. Nominations: Anthony Cook, Secretary
 - Little interest in the past for members to be part of the committee; elections will be held in the spring sometime - time to reach out to generate interest in candidates; will send notices via Vanguard; one person has expressed interest in joining committee; has been a singular/small group in the past
 - ii. Stewardship: Bob Bertsch, Treasurer
 - Sub-committees: Donor Relations; Scholarships
 - Working on recruiting members. Three members confirmed, Waiting on answers from a few others. We will have our first meeting in mid-September
 - iii. Membership: Cornel Hart, Vice Chair of Operations
 - Sub-committees: Awards and Recognition; Chapters; Communication and Engagement; Recruitment and Retention

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- Cornel suggested the new committee [diagram](#) should be shared more broadly to communicate change in committees.
- Recruitment and Retention Subcommittee will be chaired by Ron Hustedde.
- Chapter subcommittee will be chaired by Mary Leuci.
- There are 2 candidates for Communication and Engagement subcommittee chair.
- No chair for Awards and Recognition subcommittee yet.
- Meeting to determine membership target plan should take place by mid-September. Committee needs access to membership list. Plans from subcommittees will be coming by September 30.
- Cornel suggested a monthly piece in Vanguard focused on a report from a subcommittee.
- Cornel mentioned Membership was planning on using Mailchimp
 - a. Justin responded that CDS is using Constant Contact for Vanguard. That list could be used as a way to reach out to the membership since members have already opted-in to receive emails.

iv. Programs: Justin Fallon Dollard, Vice Chair of Programs

- Sub-committees: Conference; Professional Development
- No update. Working with the local host committee on CDS 2021 in Fargo. Also working on a proposal for CDS 2022 in Portland.
- Justin will go back and look at credentialing conversation regarding professional development outside the conference.
- Need to get thoughts on proposal from Editorial office to forgo RFP and commit to current arrangement
- 2021 Local Host: two plans - one hybrid and one completely online; how to proceed? Gary and Bob are working on detailed plans for each option. Let Bob know if you would like to be on the ListServ/Google Group.

c. Ad Hoc Committees and Working Groups

i. CDS Principles of Good Practice: Anthony Cook

- Committee met on Aug. 20 to start the process. Anthony was able to create a diverse group of 13 members. Process: General feedback from committee members; a subcommittee will solicit input by Sept. 15, then draft CDS Principles; draft will be shared with committee members for feedback; committee meeting will be held to get additional information; subcommittee will re-draft to incorporate feedback; a second committee meeting will be held for more feedback; subcommittee will re-draft; third meeting will finalize recommendations to the board; revised principles will review revised principle, distribute to membership through Vanguard for feedback, then consider adoption of revised

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principles. Going into 2021, the committee will begin work of integrating principles into our work.

ii. **USDA** Grant: see linked documents

- [Application Narrative Only](#)
- [Narrative Cover Page](#)
- [Revised Budget](#)

Commented [1]: Unfinished business (grant application for 2020 was rejected, though received high praise; group will continue working and consider resubmitting)

iii. Other (?)

d. Other Director Updates

3. Approve CDS Annual Business Meeting minutes

- a. *Recommendation to defer - review, make any suggested corrections, and vote to approve electronically by 8/31*
- b. Annual Business Meeting [minutes](#) (condensed)
- c. Annual Business Meeting [notes](#) (full)

4. Director Vacancy

- a. View election results: <https://vote.electionrunner.com/election/B2n2I/results>
 - i. 173 eligible voters; 73 actual voters [42% participation rate])
- b. Option 1: fill the vacancy with next-highest vote recipient in 2020 election (Maryam Ahmadian - 20%; Kylie Waddill - 16%)
- c. Option 2: fill the vacancy with other nominee put forth by the Board of Directors
 - Huston moved to use option 1, then option 2, if needed; seconded by Kurt
 - Motion carries

5. CDS Community Conversations, KP Williams, Chair

- a. See [working draft](#) and feel free to add reviewer comments and recommendations

6. Reminders/To Do

- a. Schedule next Board meeting - September?
- b. [Annual Conflict of Interest statement](#) (send to KP)
- c. Updated contact information for [board roster](#) (send to KP)
- d. Committees: identify sub-committee leadership; compose sub-committee descriptions; identify focus area(s) and/or goals for each committee and sub-committee; estimate time commitment for each committee and sub-committee

7. Adjourn - 2:02 PM