

CARDV Board Meeting  
Advocacy Center  
2208 SW Third Street, Corvallis  
**Minutes**

**May 26, 2020**

**Meeting called to order at 5:31**

**Board Members Present:** Mary Bentley, Kate Caldwell, Lisa Chiles, Kathy Feser, Jim Luebke, John Marchel, James Schupp, Rebecca Camden, Cari Maes, Amanda Grolemond

**Board Members Absent:** Farzana Molvi, Elizabeth Huddleston, Dani Davis, Kayla Steindorf

**Staff Present:** Heidi Henry

**Review/Approval of Minutes:** A motion to accept the April minutes was made and seconded. Motion approved unanimously.

**Interim Executive Directors Report: Heidi Henry**

Heidi presented the slides from the HR consultant. Some of the things that she emphasized were:

- Training for managers
- Training on employee guidelines and financial procedures
- Working on organizational efficiency
- Lisa asked about the lack of trust of the board expressed in the survey. The discussion revolved around how to handle this as a board.

Some other highlights the Heidi shared are:

- CARDV's analysis of the education curriculum to make it into series with an emphasis on prevention
- CARDV will be updating and improving the website for both clients and donors. Kate reminded us that we want it mobile-friendly.
- Ireland's job is starting to combine events and donor development.
- CARDV is also looking at organizational branding. Rebecca and Jim S offered to participate in branding. Lisa offered to help guide the link between branding and marketing.
- Heidi mentioned that she will be sending in a State of Oregon Secretary of State correction to our registration in June. The correction will be from a "Public Benefit with Members" to a "Public Benefit".
- Heidi reminded the board to enter volunteer hours. Kathy will send out an email on Volgistics.

**Committee Reports**

**Executive Committee: Kate Caldwell**

- How are we making plans for the possibility of future cuts? The extension of PPP will be helpful.

**Breakfast: Lisa Chiles/Rebecca Camden**

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- The breakfast committee met and will work on details with the idea of possibly having an on-line event.

**Run Committee: Kathy Feser**

- The run committee has decided to take the run to a virtual event linked with the 19<sup>th</sup> amendment anniversary.

**Finance committee: Rebecca Camden**

- Finances look strong thanks to Heidi's work on grant reporting and grant documentation. Next year's budget is being worked on around a basecase budget (this being based on a necessary headcount). Then the organization can plan on 20 percent cuts.
- Pay has not been historically based on job description. This will be looked at once job descriptions are complete.

**Board Development: John Marchel**

- John will touch base with Kayla to see if she is getting our information and will share information on Candy when it is ready.

**Personnel Committee: Mary Bentley**

**Resource Development Committee: Rebecca Camden**

**MCEV: John Marchel**

- John will try to link the coalition with the new education changes.

**Linn County:**

- Can we recruit a Linn County board member?
- Amanda will consider heading this committee.

**Additional Questions:**

None.

**Meeting Adjourned at 6:24 pm**

**CARDV Board Meetings 2019: Every fourth Tuesday at the Advocacy Center, 2208 SW 3<sup>rd</sup>, unless otherwise noted**

**1/28, 2/25, 3/31, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, 10/27, 11/17(tentative), 12/15(tentative)**

