

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

April 28, 2020

Meeting called to order at 5:33

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

Board Members Absent: Farzana Molvi, Elizabeth Huddleston, Amanda Grolemond

Staff Present: Heidi Henry

Review/Approval of Minutes: Heidi shared that board minutes should be signed and dated by the secretary after they are approved. A motion to accept the March minutes with a date and signature was made and seconded. Motion approved unanimously.

Interim Executive Directors Report: Heidi Henry

- Heidi mentioned that we might also sign and date financial reports but this was not agreed to by the board.
- Heidi shared her Tuckman's training handouts and how they are being used in training.
- Nearly \$18,000 in funding came in today. All grant reporting is now on-time.
- Heidi wants to know if 100% of board members give to CARDV. Staff will check the database and will work with Kate if someone isn't meeting that goal.
- Foundations want to know the make-up of the board. We should make a point of marking race/ethnicity.
- The HR interviews are showing:
 - An amazing amount of passion
 - Some training needs with supervisors using Myers Briggs and Difficult Conversations
 - Individual needs
- Heidi and John are going to work on the new board member packet.
- Heidi is working on a new employee flowchart and job descriptions. Rebecca asked if job descriptions are for "now, COVID-19" or for the future when life goes back to normal. Heidi shared that it will be a moving target. Rebecca reminded us to make sure that we are staying with our mission.
- The PPP loan is in the pipeline. If we get this emergency funding, how do we use it? How do we document it?

Committee Reports

Executive Committee: Kate Caldwell

- Kate shared her report with the board.
- Rebecca summarized the work that we are doing with Karin Birkland.

Finance committee: Rebecca Camden

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- We are ahead of budget, year to date.
- Staff is up to date on grant reporting and new processes will improve this in the future.
- Accounts are being monitored but Rebecca suggested that we explore the possibility of actively managing our funds. Benton County Foundation could present in the future on this topic.
- A motion was made to accept the financial report, it was seconded, and unanimously passed.

Board Development: John Marchel

- Jim S, Dani, Cari and John interviewed Kayla Steindorf. (Kate asked if we have any conflict of interest since some clients use Kayla's law firm. John will check on this with Kayla.) John made the motion to accept Kayla as a board member, it was seconded, and unanimously approved.
- Kathy will add her to the board information.

Personnel Committee: Mary Bentley

- Heidi and Mary will connect on personnel issues.

Resource Development Committee: Rebecca Camden

- Heidi, Rebecca and Ketty are meeting this week. This committee will meet once plans are made.

Breakfast: Lisa Chiles/Rebecca Camden

- The first planning meeting is scheduled in May. The date of the breakfast is planned for October 6th.

Run Committee: Kathy Feser

- We don't have approval from OSU. We might explore a virtual run.

Additional Questions:

Dani asked about the possibility of staff feeling overloaded. New staff hasn't been hired. Heidi explained that the organization is coping with the staff shortage and the COVID crisis and that new hires would be difficult to make.

Kate wanted to know if board members are attending staff meetings. Heidi will send out a sign-up sheet.

Dani asked about giving gift cards. Heidi is checking on reinstating Rock Star.

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Meeting Adjourned at 6:45 pm



5/26/20

Board Secretary, Signed after Board Approval of Minutes

Date Approved

CARDV Board Meetings 2019: Every fourth Tuesday at the Advocacy Center, 2208 SW 3rd, 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)