



04.08.18
SSO Board Meeting Minutes

Members Present: (By phone conference) Sandee Dunbar, Tara Glennon, Esther Huecker, Sheama Krishnagiri, Ferol Ludwig, Kathleen Matuska, Doris Pierce

Facilitator: Ferol Ludwig
Recorder: Sandee Dunbar

Minutes

Sandee moved that the July meeting minutes be approved. Kathleen seconded and it was unanimously approved.

Treasurer's Report

Kathleen inquired regarding the desired frequency of the written budget reports. Esther recommended that monthly E-mail reports continue. Kathleen reported that there is a current balance of \$19,572 in the account. Activity during the last month has included membership income (\$580.00), and the tax-exempt filing fee (\$25.00) for the state of California. Kathleen explained the need for the state tax-exempt status and how she has managed this issue, since being contacted by the California tax franchise board. She will continue to keep the board updated on this process. Kathleen recommended future consideration of an official address for SSO, rather than J. Jackson's personal home. Esther indicated that if the principal office for SSO is moved out of California, we would have to file for incorporation in the state to which we move. We can move the office within Los Angeles County, by a vote of the board. However, we can only move the principal office outside of Los Angeles County with an amendment of the Bylaws. We can have additional offices anywhere as the Board of Directors designates. (04.08.22 addendum from Esther).

Budget

Discussion occurred regarding the financial plan and budget, as well as their relationship to the overall strategic plan. Consensus was that the financial plan should be made with consideration of the overall strategic plan. Ferol recommended discussions regarding the financial areas and the 2-year strategic plan take place at the last board meeting of conference, since old and new members will attend. Kathleen will provide a list of considerations for that meeting. She will also continue to develop a financial plan, including income strategies. The financial plan will be reviewed at the next board meeting.

SOP

The board reviewed the Treasurer's SOP that Kathleen supplied by E-mail prior to the meeting. Doris recommended that the state and federal forms be added to the SOP. In addition, Doris suggested that the purpose statement and a description of how the treasurer is appointed also be included. Kathleen will make the necessary changes and submit to the board members. Sheama inquired about having the specific dates for items in SOPs. Esther and Doris recommended time frames be used, such as "60 days prior..", rather than specific dates.

Tara inquired regarding the submission of checks written out to different organizations for conference. The checks are to be payable to Pacific University, rather than SSO. Kathleen will provide the necessary form and tax number for anyone that needs it to conference payment. In the future, it was recommended that the checks be written out to SSO and given directly to Kathleen after the conference committee receives them. Esther suggested that Kathleen and Conference Committee continue to discuss this issue and make a recommendation. The guidelines will then be added to the SOPs.

Action:	Person(s) Responsible:
Discuss permanent address for SSO at a future meeting	Board Members
Develop a financial plan	Kathleen
Develop a list of future considerations for the transition board meeting at the end of conference	Kathleen
Revise SOP and submit to board members	Kathleen
Draft a recommendation for managing conference Checks and present to the board	Conference Committee and Kathleen

Conference Committee Report

Sheama reported that 28 papers and 3 panels have been accepted for the conference. The conference schedule is almost complete. The food arrangements have been completed and are under budget. There is a Sept. 30 deadline for the conference booklet. The booklet will include a message from the conference committee and the board; pictures and bio information for Ruth and Jeanie; as well as the conference schedule and abstracts. Sponsor fliers will be added at conference. Sheama charged Ferol with writing the welcome letter from the board. Sheama requested input from the Board regarding other items to include in the booklet. Doris recommended that information on the tribes and the occupational break activities be included. Sandee suggested that the Board members be listed. Other recommendations included having the member list with their E-mail addresses in the booklet as well. Discussion occurred regarding including evaluation forms for input to SSO in the booklet. It was decided that Zoomerang would be an

appropriate alternative for membership input after the conference. Discussion also occurred regarding board member and committee member opportunities. Esther stated that she would include this information in the Call for Nominations. Sheama also reported that the Pacific University Provost and President will say a few words during the first day events. Sheama will give the conference welcome at 2:00 pm on Friday, when the P.U. President will speak. Ferol will give a welcome at the Friday evening reception, when the Provost will participate.

Board Meetings at Conference

Discussion occurred regarding the Sunday 7:30-8:30 a.m. meeting. Sheama reviewed the original intent of an open forum meeting. Ferol suggested that the time be used for a formal board meeting with the old and new members. The membership will be welcome to attend, but business will be conducted to assist with the transition to new board members. The board meeting schedule was reviewed. There will be a Friday morning meeting from 9:00-11:00 (verified from 4/21/04 minutes), a Saturday open forum lunch meeting with the membership, and late Saturday afternoon business meeting, as well as the aforementioned Sunday a.m. meeting. The discussion regarding a meeting time for new committee members to meet with their chairs was tabled for the next meeting.

Shuttle

Esther reported that a friend was informed that the advertised shuttle rate is only applicable if the shuttle is full. The Conference Committee is following up with this.

Refund Policy

Sheama requested that Sandee send her the board approved refund policy.

Action:	Person(s) Responsible
Write welcome letter from the board for the booklet	Ferol
Next agenda item – Discuss meeting for committees at conference	Board Members
Follow up re: shuttle arrangements	Conference Committee
Send Sheama the refund policy from former minutes	Sandee
Send members' names and E-mails to Sheama for the conference booklet	Tara

Communications Committee Report

Tara reported that the 90-day notice for membership renewal has been sent out. If anyone submitted their payment mid-year, they were informed that they will be credited

50% for the 2004/2005 year. Sandee will be handling the membership renewals and reported that one person had contacted her regarding the credit for 2004/2005 already. Tara then reviewed the Communications Committee Plan (submitted by E-mail prior to the meeting) for the board. See document for details. Doris recommended that a membership plan be separated from the rest of the communications plan, due to its significance in the overall strategic plan. Discussion followed regarding the specific areas for the membership plan. Sandee offered to assist with this and will work with Tara to develop a draft prior to the next board meeting.

Tara discussed the logo with the board. It was decided that the formerly agreed on logo will continue to be used for all official documents. The hand symbol that is being used for this year's conference will not be included as the SSO logo beyond this conference. Tara will send the logo out to all board members.

Web Site

Tara presented advantages for managing our own web site. She reported an approximate \$3400.00 for starting this process. Discussion occurred regarding budgeting for this and the necessity for having our own. Ferol remarked that having our own site management should be a priority. She also stated that it should be a requisite for the Communication Committee chair to have these types of skills. Doris remarked that improved listserve capabilities should be a priority as well. Kathleen remarked that \$2000.00 is currently budgeted for the web site, but that changes could be made to accommodate this need. Esther inquired about maintaining important links, and it was agreed that this could happen. Tara will continue to get more information about potential costs and report to the board at the next meeting. She requested that each board member send her ideas for images that should be included on the new site. Doris recommended having pictures of people engaged in occupation that showed affect. It was agreed that "doing activities" were very important to include. The call for nominations and the bylaw changes will be added to the web site. It was recommended that announcements regarding committee opportunities also be included in the call for nominations.

Kathleen reminded Tara to keep in mind the responsibilities that could be given to clerical staff. Tara remarked that Sandee will be handling the membership renewals that entail some clerical work. Sandee will keep track of hours and tasks related to this work.

Action:	Person(s) Responsible
Develop a membership plan draft and submit to the board prior to the next board meeting	Sandee and Tara
Track hours in clerical work for membership tasks	Sandee
Include committee opportunity announcements in call for nominations	Esther

Explore costs of web site
and report to the board

Tara

Send web site image ideas to Tara

Board Members

Legal Committee Report

Esther reviewed the Legal Committee's SOP that was submitted by E-mail prior to the meeting. Refer to this document for details. Discussion occurred regarding the role of the Legal Committee in announcing committee positions. Esther stated that the notice for recruitment could be added with the call for nominations, but that the individual committees should manage the committee members' roles and responsibilities. Esther made a motion that the Legal Committee SOP be accepted with the addendum of notification for committee volunteers with the call for nominations. This was seconded and unanimously approved.

Action:

Add notification for committee
volunteers to the Legal Committee
SOP and send revised document
to board members

Person(s) Responsible

Esther

PR Plan

This item was tabled for the next meeting

Conference Rooms

Ferol requested that Sandee review the decision regarding discounted conference rooms. The guidelines state that "If tax-exempt or discounted rooms are available per contract, it is recommended that the rooms go first to the conference chair/chairs; next to the conference committee and then to the executive board. It will be understood that these rooms will be shared by at least two people." Sheama reported that there are no discounted rooms for this year. The board had also previously approved a room at no cost to the Zemke lecturer. Discussion occurred regarding future consideration of more benefits for volunteers who make significant contributions.

Meeting Schedule

Sept. 21 – 8:00-10:00 pm EST

Agenda items will include PR Plan, membership plan, financial plan, certificates for committee members, web site information, Research Committee strategic plan items, committee members/chair meeting at conference

Oct. 5 – 8:00-10:00 pm EST