

WMA Board Meeting Minutes
18 April 2021

Board Member Attendance:

Charlie Poirson
Jenn Aupke
Kathy Cosand
Diana Davis
Kelly Hamilton
Peggy Carnahan

Absent:

Kara Sandifur
Lucy Young

1. President called the meeting to order.

Comments: Charlie thanked Diana for continuing the new, more descriptive template used for the last two meeting minutes (Feb and Mar). Peggy commented that it may be helpful to send these minutes out to members. Board concurred. Jenn said it was possible to turn the minutes around quicker so they can get approved and sent out quicker to members (vs waiting until the following month's BOD meeting for approval. New process: Secretary will provide draft minutes as soon as possible after a Board Meeting to the full Board. Board will review and send any additions/updates back to Secretary. Secretary will compile and finalize. Board will either vote to approve the minutes at the next Board meeting or via email, if needed sooner. Charlie stated this is in line with the Board's goal to provide greater transparency (and, as Peggy and Kelly also noted) perhaps heighten interest and participation for all members!

2. Old Business

ACTION: Review and vote to accept Mar 21, 2021 minutes. Diana moved to approve minutes; Peggy seconded. **APPROVED.**

3. New Business

a. Fireside Chat – Jenn/Peggy- Charlie said we are scheduled for the next Fireside Chat on 22 Apr. This will be the first standalone Fireside Chat. Charlie asked about advertising for the upcoming event. Peggy posted a “save the date” on the closed WMA FaceBook group. Board agreed that the set-up logistics for the Fireside Chats are not clearly defined. Board discussed process: Board will select quarterly future dates for Fireside Chats as early as possible each year. Approximately two months prior to the event, the Board will select the topic/theme. Advertisement will go out in a Save the Date format as soon as date is locked in, preferably at least one month prior to the event. Advertisement will be via email/MailChimp/Facebook/WMA Newsletter. Secretary will set up the Zoom meeting platform, send out meeting invitations, and accept members into the meeting on the night of the event. All Board members will bring their own stories to the event to share with the larger crowd – Board members may need to “prime the pump” with a few stories to get discussion flowing. Board will try to hear from all attendees and encourage members to speak up and cross-talk as much as possible during these Fireside Chats, with Board members injecting their own stories, lessons learned, experiences, and mentoring as appropriate.

ACTION: Board decision (Kelly initiated; Kathy seconded) to move the upcoming Fireside Chat from 22 to 27 April to give more notification time and make it possible for Jenn to attend (as she will be traveling on 22 Apr). Board unanimously **APPROVED** moving Fireside Chat to Tues 27 April. For the 27 April event, RSVP/sign up procedures will be the same as the Business

Discussion/Intro to Fireside Chat in January 2021; Jenn will run the sign up/set up piece with Kelly shadowing. Peggy will draft up the advertisement(s) and send to board for email feedback/approval and then will complete the advertisement process with the new date. Peggy will ensure Sophia updates the newsletter with the new (27 Apr) date. Kelly suggested putting the procedures in an SOP. Charlie brought up that a March BOD meeting discussion point was the option of using Lockheed Martin-donated monies (that went unused due to the lack of a 2021 Flight Suit social) towards Fireside Chats. However, there are not really any expenses associated with these chats now that we are not paying for outside speakers but instead using this as an internal WMA social event. Board agreed that at this time, there are no funding requirements for Fireside Chats.

b. Treasurer – Kara – (Kara unable to attend due to short-notice unavailability.) Kara sent the Statement of Financial Position prior to the meeting, which the Board reviewed and had no questions or issues requiring discussion at this April meeting. Diana is going to talk with Kara about adding an update to the Board on monthly financial actions taken (checks written, etc). This will ensure all Board members can help ensure obligations, deadlines, etc., are met. Charlie offered that it might help to send out the battle rhythm every month (along with the agenda and previous meeting minutes) for the Board to review before the monthly meetings. The Battle Rhythm shows when major deadlines are coming. Board concurred; Secretary will send out all three documents prior to each monthly meeting.

c. Resident Agent – Process – Lucy / Jenn. (Lucy unable to attend due to previously scheduled travel.) Lucy is the primary for Resident Agent issues; Jenn is also able to log in to the RA account. Resident agent items are forwarded to the WMA Gmail accounts, for which Jenn is currently the only person with access (Kara has the passwords, but Jenn is the only one who currently accesses). Jenn said Gmail is really challenging to get multiple people to be able to log in. Board would like to have more than one person able to log in easily to Gmail in the event Secretary is unavailable.

Open Item: Who should hold the secondary Gmail access?

Open Item: May 2021 BOD meeting will include an overview of how to access/log in to the Board's various Gmail accounts. Jenn and Peggy will work on providing this update.

d. Nominating committee – Reminder that the Board is not part of the Nominating Committee. Sophia has a couple ideas for potential candidates for both board member positions and/or nominating committee positions.

e. 17 June 2021 Business Meeting – Topics will include items prescribed in the SOPs as well as an overview/recap of the first-ever virtual WAI convention, Fireside Chats, By Laws and SOP review/changes. Peggy is the mailchimp POC and is ready to send information to the membership as needed. There was a question as to whether we need to move the Business Meeting from the planned 17 June date as we are already within two months of that date. (Diana confirmed via an email sent out on 18 April to the Board after the Board Meeting ended that the membership is supposed to receive the agenda two weeks prior to the Business Meeting. With this new information, the date does not need to be moved at this time.). WMA will still plan to have an in-person Business Meeting at the 2022 WAI Convention.

Open Item: Jenn will put together a draft Business Meeting Agenda for board consideration at the May 2021 Board Meeting.

f. Membee.com provides membership and website services - discussed in Dec 2020. Diana set up demo for 1000 EST on Tuesday, 20 Apr 2021. Membee (\$179/mo) costs more than FlipCause, but also provides more capability.

Open Item: Board member preview of Membee.com capabilities and report back to BOD.

g. By-Laws – Jenn updated and sent to Margie Varuska and Julie Tizard for feedback. Kelly said we missed our stated timeline for getting these updates completed and out to membership. Charlie asked Jenn to send the most current version out to the full Board. Diana asked Jenn to also send to Vickie Calhoun and Trish Beckham for their review/feedback.

Open Item: Discussion of updated ByLaws and SOPs will take place at May Board Meeting.

h. Convention Committee Chair -- Kathy discussed passing over convention committee chair to Sophia. Diana recommended a formal vote and a letter of approval for insurance purposes. This then becomes SOP. ACTION: Diana initiated; Jenn seconded. APPROVED.

Open Item: Jenn will draft up appointment letter for signatures of President (Charlie), Treasurer (Kara), Outgoing Chair (Kathy) and Incoming Chair (Sophia).

j. 2022 WMA Scholarship(s). The standard is one WMA scholarship. When/if WMA has additional funding available (and Board is working towards establishing multiple self-sustaining scholarship funds), WMA Board will vote to authorize subsequent/additional scholarships.

Open Item: Charlie will contact Peggy to ensure she knows to publicize that WMA will be providing a scholarship for 2022. (We don't have to specify the number of scholarships by the 27 April WAI magazine/publication deadline, just that we have one and how applicants can apply.)

4. Closing Comments: President thanked everyone for the great discussions!

5. Next Board Meeting – 16 May 2021 1500 EDT

13 June 2021 1500 EDT (Note change to 2nd Sunday due to Father's Day)

May Board Meeting Agenda Items:

- ByLaw and SOP Updates
- Gmail access, procedures for all Board members
- Membee.com capabilities update and recommendation to Board
- Draft June Business Meeting Agenda review