

PDA Board Of Directors Meeting

Tuesday, November 12, 2013

Conference Call Info:

Conference Dial-in Number (712) 432-1500

Meeting was called to order at 9:00 AM PST

Attendees included:

Deborah Owen-Sohocki (Co-chair) Gary Hughes (Treasurer, Director)

Gigi Nunez (Director) Val Miranda (Executive Director)

Mary Hogan Jones (Co-chair, secretary)

Absent: Ari Hurtado-Molina

Our Agenda:

9:00 AM Welcome, agenda review, appreciations

Debra Owen-Sohocki made a motion to accept the October minutes and Gigi Nunez seconded the motion.

9:15 **On October 18, 2013 the full board voted unanimously to approve the recommendation to hire Valeria Miranda. Mary Hogan Jones made the motion to hire and Deb Owen-Sohocki seconded.** The following board discussion concerning the hiring and the duties of this position has been attached to these minutes for the history of the part time program director's hiring (see attachment: at the end of the November 2013 minutes.)

Val's report: Discussion followed concerning what Val has learned about "Wild Apricot"; she discovered it has not been used to its full potential for the PDA and has suggestions about utilizing it to our benefit. Val's next agenda item was looking at the infrastructure of the PDA and how we can move forward, reach our goals, how to trim our budget as we meet them. More discussion followed with the board agreeing that a cost analysis would be beneficial at this point.

Since another pressing issue is cost of workshops, Val would like to do a survey with the members to get their feedback on what they believe would benefit everyone. She would like to do surveys on a quarterly basis to keep alert to what our organization's members feel needs to be addressed. Everyone agreed that this respectful approach would also secure buy-in from our members.

The issue of the amount of documents and the way documents are presently shared was another concern Val brought to our attention. Her suggestion of using “Drop Box” for sharing documents with our members resulted in a good conversation about what we are experiencing now with the amount of emails we generate and the paper we are using. The use of “Drop Box” for our documents would allow for these documents to remain as “living documents” that can be opened in a folder for ready access. Val also offered to tutor the board on the use of “Drop Box” to support this effort.

9:30 January Board of Director’s Meeting: It was decided that the board would accept Mary Hogan Jones’ invitation to come to Bardstown, Kentucky for the winter board meeting. Those present agreed that they were in favor of the January 16 through Jan. 19, 2014 for our face-to-face board meeting. The other date offered was January 30 through Feb. 2, 2014. Since Ari was unable to make the meeting, Gigi offered to connect with her to see which date she would prefer. Board members were encouraged to make flight arrangements to Standiford Airport in Louisville when the dates were confirmed.

9:50 Processing Payments: After discussion of the problems that we are presently facing with our current system, the board agreed that all payments would be turned over to Joy Bilderback and all payments to the PDA would be made through PayPal (or by checks with individual situations that arise). This new venue for payment would go into effect immediately.

10:05 Staffing Issues: Val submitted information she has gathered on staffing issues and the board supports her in her approach to finding solutions that are both respectful to the staff and beneficial to the organization

10:20 Treasurer Report was given by Gary. Basically we are in about the same situation, financially that we were in last November, 2012. Although we have been trimming our costs with the move from our former office, the bills are being met and we still need to look at ways to support our organization with more than dues from our members. Gary reminded us that we will be going through an audit possibly in the coming year, 2014.

The meeting ended at 10:30 AM PST.

Respectfully submitted,

Mary Hogan Jones

Attachment to November 12, 2013 Board of Directors meeting:

The following emails support the decision to hire Valeria Miranda. Let it be recorded that the following discussion by the BOD members concerned the duties, number of hours hired, salary and future work for the part time program director.

----- Forwarded message -----

From: **Deborah Owen-Sohocki** <deborahmowensohocki@gmail.com>

Date: Tue, Oct 15, 2013 at 2:44 PM

Subject: BOARD: Re: I make a motion

To: Mary Hogan Jones <maryhoganjones47@gmail.com>

Cc: ari molina <ari@webtelmex.net.mx>, Gigliola Nuñez <gigliola75@gmail.com>, Garyhughes2810 <garyhughes2810@cox.net>, Molly Henry <molly.henry@abintra.org>, Jane Nelsen <jane.nelsen@gmail.com>, Lynn Lott <lynnlott@sbcglobal.net>, Positive Discipline <positive.discipline.office@gmail.com>

Thank you, Mary, and I second the motion.

Mary, Joy, and I interviewed three people with the questions you saw that were sent before.

Each person that we interviewed brought tremendous expertise and caring to the position.

Because of the PDA's need for a program director to handle operational needs to keep the organization running, streamlining, improving the website, implementation on a data base to eliminate by hand inputting and eliminate our storing of paper files

Because of our needs to discover additional sources of funding

And because of our limited budget resources [AT THIS TIME]

And because our research into how best to facilitate non-profits growth suggested this as a possibility to meet our needs both in terms of the needs of our membership and our current budget

We, your interview team, were considering two part time positions: one a part time program director and one a part time fund developer. We were very surprised to discover both in the form of Val Miranda. She is willing to work part time at 10 hours per week @ \$40/hour with no benefits. When we explored with her combining the two positions, she said that first she would need to work operationally with Joy, Marianne, Virginia and the rest of the board to determine what is the most effective way for the PDA to move forward in the funding realm.

She suggested that whether we chose her or someone else, it would be best to wait about three months for the new person hired to become very familiar/assess the organization operationally, and then move forward into determining the funding direction. Val also has skills in strategic planning that we can utilize at our next in person board meeting in January.

I am copying two of Val's quotes. In looking at how best to move an organization forward we need to look at "WHAT IS THE VISION FOR THE ORGANIZATION AND WHAT IS THE BEST CONFIGURATION OF HUMAN RESOURCES AND THE FINANCIAL RESOURCES AT THIS TIME.'

And we need to be constantly asking the question: "WHAT ARE THE EXTERNAL NEEDS AND VISION AND THE INTERNAL VISION."

We recorded all three interviews if any of you wish to listen to them. Please contact Joy as to how to access the recordings.

If you need me to resend Val's resume, please let me know.

Please let me know of any questions you might have and send them to the whole board, and I will answer them.

Please let all of us know by Friday, October 18, what your vote is regarding hiring Val Miranda at 10 hours per week @ \$40/ hour with no benefits. If we, as a board, agree, then we can proceed in writing up a contract and

doing a customary back ground check.

I am also requesting Joy to write her impressions of Val from the operational stand point since that is where the PDA's critical need is at this time.

I look forward to hearing back from you all. Joy, Mary, and I felt tremendous hope for our organization after meeting with Val today.

Blessings on the PDA,
Deb

Sent from my iPad

> On Oct 15, 2013, at 1:21 PM, Mary Hogan Jones <maryhoganjones47@gmail.com> wrote:

>

> Hi Everyone,

> Before I leave for Belize in the wee hours of Wednesday morning, I would like to make a motion to hire Valeria "Val" Miranda for the position of part time "Program Director" of the PDA.

> I also give my power to vote in the event of any work related to this hiring or related work of the BOD for this coming week to Deborah Owen-Sohocki.

> Nothing Without Joy,

> Mary Hogan Jones