

PDA Board Of Directors Meeting

December , 2013

Conference Call Info:

Conference Dial-in Number (712) 432-1500

Meeting was called to order at 12:36 PM 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)	Ari Hurtado-Molina (Director)
Lynn Lott (co-founder)	Jane Nelsen (co-founder)

Our Agenda: Compliments and appreciations were given/received by all present with a special welcome to our co-founders, Dr. Jane Nelsen and Lynn Lott.

Val Miranda's Report:

- Val Miranda opened the meeting by asking Gary to report on the budget. Gary Hughes' response was that he will email the budget later, especially pointing out areas we need to increase for the overall budget.
- Val pointed out that we will wait until our January 2014, meeting for members to allow Gary to give us an overview of the 2013-2014 budget and answer questions with respect to what he sees as places where the it needs to be increased and places where we can trim our costs.
- Val next reported on her trip to San Antonio, TX. She had the opportunity to meet with both Joy and Marianne to better understand their work with the PDA and places where their jobs could be streamlined to make the work of the PDA more efficient as it meets the needs of its members. Of particular interest to her was the amount of paper files and being able to talk with both women about a move to digital files.
- The efficiency of one staff member was in question, and this trip allowed Val to speak with the individual, to develop a plan for improvement and set a specific list of work that will need to be completed within a set timeframe agreed to by both. This particular staff member has many qualities that help our organization and areas where better use of time will be required to meet the needs of our changing organization; an organizational with growing international needs. Val shared that she will be meeting via

the phone weekly with both employees each week for updates, for counseling and for any assistance she can provide.

- Some of the outcomes of this trip to Texas, and in speaking with both front office employees, Val has determined that it would be best for the organization if all financial transactions will be the work of Joy solely. This means that “Wild Apricot”, “Pay Pal” and all Credit Card transactions will be Joy’s responsibility.
- Val also explained that credit card transactions will be transitioning to PayPal and that more information about the transfer from paper to digital files will be discussed at the January Board of Directors’ meeting. She will have even more information to demonstrate how this change will be saving money for the organization.
- Val brought to our attention that Joy is requesting, from the BOD, consideration of having flex time to meet the new demands on her with her increased financial duties. Val asked Joy if she would set up goals for the next six months for her duties. This also brought up the need for Val to re-think the present positions and duties of both Joy and Marianne.
- Val asked if the board members had any questions. In response, Gary Hughes wanted to acknowledge that he supports the work that Val is doing by working with Joy and reorganizing the front office. Both Deborah Owen-Sohocki and Mary Hogan Jones also voiced their support of Val’s handling of front office issues and the respectful way she interacted with both Marianne and Joy.
- Additional conversation followed concerning the hours of both Marianne and Joy. The BOD agreed that it would be in the organization’s best interest if Val was given sole leadership in making decisions on employee hours. The entire board wanted Val to have their vote of confidence as our Executive Director.

Motion made: Deborah Owen-Sohocki made the motion to accept the November 2013 minutes as written, and Gary Hughes seconded that motion. The motion was unanimously accepted by the Board members.

Agenda item: Voting on acceptance by the BOD for 2014-2017 applications for two positions as directors and one position as consultant.

Those applicants were: Jane Weed-Pomerance, Dina Emser and Kelly Grophiker. Discussion followed concerning the talent these women would bring to our board especially with Jane and Dina’s leadership as past board members and their many contributions over the years to our organization. Kelly’s interest in research is needed and her desire to assist the organization with her expertise is valued especially as we seek “Best Practices”. After many statements of support were voiced, it was decided to ask Jane to serve as consultant and Dina and Kelly to serve as directors. Deb and Mary will follow up on the phone calls to secure the three applicants’ response to this.

Agenda Item: Publications of books and manuals were next discussed with both Jane Nelsen and Lynn Lott giving the board more information and a historical perspective of how royalties were intended by them as authors. Questions arose around what is the typical

royalty fees for the publishing industry as well as what the proposed author contract includes.

Agenda Item: January 16-19th meeting in Kentucky.

Discussion of having "Skype" available for Lynn to keep up with our meetings during this time frame ended with the decision to provide that avenue for connection and to perhaps hold the coming months' meetings through "Skype". Val will be checking into the availability of that and Mary confirmed that it would be possible for the January meeting.

Agenda Item: January, 2014 face-to-face meeting in Kentucky

Such issues as the translation issues and distribution of manuals will be discussed at January's meeting. Other important topics that will be included in the January meeting will be sent a week prior to the meeting so that all board members will have a good understanding of the work that lies ahead. It will be especially important to have our newest board members included in this information.

As the time grows closer, both Mary and Deb will be in contact with board members securing information about flights, food preferences and other related issues around having a memorable and productive meeting.

The meeting adjourned at 2:00 PM PST

Respectfully submitted,

Mary Hogan Jones (secretary and co-chair)