



**PDA Board of Directors In-Person Meeting: Seattle, Washington, USA
July 10-11, 2019 – 9:00 am – 5:30 pm PST
Meeting Minutes**

Color Key: ACTION ITEMS highlighted in Yellow. VOTES highlighted in Turquoise. FUTURE meetings and agenda items

In Attendance: (X=present)

X	Kelly Gfroerer <i>Executive Director</i>	X	Dina Emser <i>Co-Chair</i>	X	Cathy Kawakami <i>Co-Chair</i>
X	Ari Hurtado-Molina <i>Director</i>	X	Kelly Pfeiffer <i>Director</i>	X	Judy Wu <i>Director</i>
X	Jody Malterre <i>Director</i>	X	Yogi Patel <i>Director</i>	X	Gloria Cleve <i>International Advisor</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>		Suzie Bohm <i>Treasurer (non-voting officer)</i>	X	Kerry Haertel Emily Ou
X	Jane Nelsen <i>Founder</i>		Lynn Lott <i>Founder</i>		Brad Ainge <i>Consultant</i>

DAY 1 July 10, 2019 – 9:00am - 5:30pm PST

Meeting was called to order at 9:09 a.m. PST
Compliments and appreciations were shared.

MISSION STATEMENT. The mission of the Positive Discipline Association is to create a peaceful world by teaching Adlerian social and emotional life skills for respectful relationships.

- 1. Review of Mission Statement.** Discussed and approved the Mission Statement above.
- 2. Strategic Plan.** Reviewed and updated the 5-year plan.
- 3. Affiliate Restructure and Proposed New Agreements.** Affiliates provide local support and membership using a region’s common language, usually through volunteers. Technology systems for membership tracking are different from the PDA’s making it difficult to update. Multiple ACT’s each year add to this. The PDA needs to be the “home” for membership tracking vs. the Affiliate. Any translation of PD materials needs to go through Brad and Jane. PROPOSAL: Use NASAP’s model for Affiliates with membership in the PDA, with remaining funds possibly transferring back to Affiliate. There would be a small, equitable percentage as the affiliate fee to the PDA which would be reflected in the agreement. The ultimate goal is serving member needs. ACTION ITEM: Review budget aspects of this proposal.

Broader discussion regarding image, reputation and branding of the PDA across the world. Having Affiliates makes the PDA stronger and provides greater consistency. There are differing legal aspects for Affiliates to function around the globe which need to be considered. A Code of Ethics was proposed which would be part of the Affiliate Agreement.

Another suggestion is to have an Affiliate Handbook. **ACTION ITEM:** Create a “Code of Ethics” and a separate “Code of Conduct.” Include wording about the Affiliate’s purpose of making a contribution in the region. Provide education that the Affiliate is an Affiliate of a non-profit organization. The Code of Ethics is the “ironclad magnet” to which people are drawn for the common good. Further discussion is needed on how to address inconsistencies, variations and conflicts of interest. Renewal could include a question about how the Affiliate is supporting the individuals, businesses and sense of community within the region as well as how they are supporting the Code of Ethics. Current Affiliates: France, Spain, Morocco, Columbia, Iceland, Brazil. China has special circumstances.

4. **Advanced Training.** A number of Trainer Candidates are unclear about the ACT and preparation for it. A suggestion was made to create an ACT manual for Candidates to help guide them through the process. Other ways to support Candidates will be explored, including mentoring support from LT’s, conference calls with the facilitating LT’s of the cohort, emphasizing the importance of facilitation skills and modeling PD/Adlerian principles and tools. Suggestion also made to create an ACT Facilitator’s Guide for LT’s.

5. **Scholarship Program.** Core workshop scholarships are being approved. Criteria and budgeting will be explored for Think Tank scholarships. More TT’s worldwide for less cost to attend has been one solution, and there is a student rate for Conferences. **ACTION ITEM:** Kelly G. will do research on how other organizations handle this. **ACTION ITEM:** Agreement to add this to the Strategic Plan. There have been 75 applications for the Whole School certification option for both schools and organizations, all of which were granted. This is for PDC, TP and ECE.

6. **LT Retreat.** Since there are limited opportunities during TT’s for professional development for LT’s, a retreat is being planned. Tentative dates in San Jose, CA are Feb 21-23, 2020. **ACTION ITEM:** Kelly G. will send a Save the Date and Surveygizmo for input on definition and purpose for the retreat.
 - a. LT training videos. (Deferred)

8. **Needs assessment for PDA members.**
 - a. Kelly G. proposed a needs assessment for greater clarity on member benefits and services at each level of membership. Suggestion given for new members to be given links on the website for reference as to benefits and resources. The newsletter is another source that can be used for membership information. Suggestion was made to hold Zoom meetings on the topics of Marketing, Business support, opportunities for contribution, etc.
 - b. Easier Membership Renewal. Many receiving the free one-year membership do not renew. Names are still kept in the system as Contacts for announcements, newsletters, etc. Some people cannot find their name on the website. Further discussion needed.

9. **PDA Staffing updates.**

a. Kelly G. will create a staffing chart. Current staff: Kerry Haertel (Director of Certification and Membership), Kellie Reich (Workshop Coordinator), Daniel Grober (Director of Global Development and Events), Emily Ou (China support), Karina Bustamante (Latin America support). Amy Weick is the Scholarship coordinator. Cristina Sanz-Ferrero supports Trainer Candidates in Europe.

b. Staff benefits. Research will occur regarding costs and budgeting for providing benefits to staff as there are now three F/T positions. ACTION ITEM: An employee handbook is needed. ACTION ITEM: The possibility of offering health insurance benefits for members will be added to the Strategic Plan.

Meeting Adjourned 5:37 pm.

DAY 2 - July 11, 2019 – 9:00am - 4:00 pm PST

In Attendance: (X=present)

X	Kelly Gfroerer <i>Executive Director</i>	X	Dina Emser <i>Co-Chair</i>	X	Cathy Kawakami <i>Co-Chair</i>
X	Ari Hurtado-Molina <i>Director</i>	X	Kelly Pfeiffer <i>Director</i>	X	Judy Wu <i>Director</i>
X	Jody Malterre <i>Director</i>	X	Yogi Patel <i>Director</i>	X	Gloria Cleve <i>International Advisor</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>	X	Suzie Bohm <i>Treasurer (non-voting officer) 9:00 – 9:40 a.m.</i>		
X	Jane Nelsen <i>Founder</i>		Lynn Lott <i>Founder</i>		Brad Ainge <i>Consultant</i>

Meeting Called to Order: 9:02 a.m. PST

10. Financial Updates. Budget to date reviewed by Suzie Bohm. The PDA is in good shape financially to sustain growth.

11. Diversity, Equity and Inclusion (DEI) Updates.

1. DEI Statement Review. A DEI survey was sent to the members resulting in a large response. The survey showed a lot of needs are being met. ACTION ITEM: Consider including a DEI statement as part of the Code of Ethics. This TT has a specific focus on DEI. The Task Force will continue its work over the next year.
2. Training opportunities for staff and members. (Deferred)
3. Transparency in communication. If discouragement arises during interactions, there will be encouragement for the discouraged person to speak up so any repair can be made and encouragement offered. Translators are needed for this.

12. Miscellaneous Topics.

- a. Lab School Pilot program. Applications due Aug. 1 for the 2019-2020 school year. BOD and LT's to review following.
- b. Business/Professionalism mentoring for members. How their follow up (or lack of) reflects on the PDA. (Deferred).
- c. Number of participants in core workshops. Feedback in the past from some workshop attendees with over 40 participants has been negative prompting the policy in 2018 to limit participants to 30 with one Trainer, and 40 with two. Some LT's have asked for this to be re-considered. Feedback included that participant comfort was compromised due to room size with large group, little or no opportunity for facilitation practice, and lack of connection in larger groups. The policy was based on the importance of feeling belonging and significance in the workshop as an in vivo experience of the PD model. Further discussion needed re: what a high quality workshop looks like.
- d. Conference possibilities for PDA booth presence in 2020 Deferred.
- e. Website and Technology (Deferred).

13. Think Tank Updates.

- a. Seattle. Recordings of sessions set in place.
- b. Latin American Think Tank (Lima, Peru - October 25-27, 2019). Event space is confirmed. This will be the first international TT without an Affiliate involved. Committees are needed. The Seattle agenda could be a guide for planning for team incorporating the needs of the Latin American culture. The Lima TT will have English and Portuguese translation. ACTION ITEM: Announce that registrations are being taken by email.
- c. China 2019 TT Update. Survey feedback shows ratings of 90% for "Good/Very Good" and "Excellent." Future considerations are: breakout sessions planned and known in advance; more hotel space, more emphasis on facilitation skills; more detailed information about copyrights, and more time for Parking Lot items. Survey also showed requests for online support, PDTC and ACT process, Code of Ethics, PD educator agreements, support after workshops, and Trainer of Trainers to be expanded to two days.
- d. 2019 ACT (Deferred.)
- e. 2020 U.S. Think Tank in Atlanta. Hotel will be the Marriott Convention Center Buckhead, July 10-12, 2020.
- f. European Think Tank - Spain 2020 (Deferred).

14. Board member recruiting and positions.

- a. A co-chair is needed now as Dina is rolling off at the end of this meeting.
- b. Board member recruitment needed. Cathy's term ends Feb., 2020. Kelly P.'s term ends Oct., 2019.

15. Strategic Planning. Deferred.

Meeting adjourned at: 4:00 p.m.

Upcoming Meetings: 2019-2020 Meeting Dates

All Tuesdays from 9-11:30am EST:

August 13, 2019

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

January 14, 2020

Tentative in person meeting: February 18-19, 2020

Respectfully submitted by

Lois Ingber, Secretary