



**PDA Board of Directors Meeting: Via Zoom Conference Call
September 10, 2019, 9:00 – 11:30 am EST
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	Jody Malterre <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 (9:00 – 10:00 a.m.)</i>
		X	Yogi Patel <i>Director</i>	X	Gloria Cleve <i>Director</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>	X	Suzie Bohm <i>Treasurer) 9:00 – 9:45 a.m.</i>		
X	Jane Nelsen <i>Founder</i>		Lynn Lott <i>Founder</i>	X	Brad Ainge <i>Consultant</i>

Meeting Called to Order at 9:00 a.m. EST

1. **Financial Report from Suzie Bohm.** The organization continues to be in good financial standing.
 - a. **Insurance.** ACTION ITEM: Current antivirus, malware, encryption software safeguards will be reviewed to determine adequacy of current coverage. IT support to be further discussed.
 - b. **Staff benefits.** Reviewing possible health policies for current and future needs. ACTION ITEM: Create an employee handbook.
 - c. **Exploring Change of non-profit from SC to GA.**

2. **Lead Trainer Retreat.** Venue in San Jose, CA being considered. Review of survey results for topics underway. Tentative dates: Feb. 21-23, 2020.

3. **Think Tank Updates.**
 - a. **Peru TT.** On track.
 - b. **China 2020 Beijing Conference.** Host options being considered.
 - c. **2020 TT's.** Event space options are being considered for Madrid in Fall, 2020. Atlanta will be in July 2020 at the Buckhead Conference Center/Marriott.

4. **ACT Planning.** Call for applications will be going out to determine possible cohorts for Atlanta, Europe.

5. **Board Update.** Applications for two Director positions are under review. Kelly Pfeiffer and Cathy Kawakami will transition off at the end of their term, October, 2019 and February, 2020 respectively.
6. **Lab School Update.** Fifteen (15) schools were re-approved and new applications are being reviewed. A sub-committee will coordinate plans for support likely to include a quarterly newsletter and connection with the PDC virtual or other online mentor opportunities.

Meeting Adjourned: 11:30 a.m.

Upcoming Meetings: 2019-2020 Meeting Dates

All Tuesdays from 9-11:30am EST:

October 8, 2019

November 12, 2019

December 10, 2019

January 14, 2020

Tentative in person meeting: February 18-19, 2020, San Jose, California

Electronic Votes Since August 13, 2019 meeting:

8/27/19: Approval of August 13, 2019 BOD meeting minutes.

Respectfully Submitted by

Lois Ingber, Secretary