



**PDA Board of Directors Meeting: Via Zoom Conference Call
November 12, 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>		Agust Jakobsson, <i>Director</i>	X	Judy Wu <i>Director</i>
X	Yogi Patel <i>Director</i>	X	Gloria Cleve <i>Director</i>	X	Nuria Rodriguez <i>(On-boarding)</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>	X	Suzie Bohm <i>Treasurer (non-voting)</i> <i>9:00 – 9:45 a.m.</i>		Kelly Pfeiffer <i>(for Peru follow up 9:15-9:45 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.** Suzie Bohm, PDA Treasurer reported the organization continues to operate according to budget. An IT Security firm is begin researched to protect all devices for the organization. The BOD discussed a concern about workshop cancelations which request a transfer to another workshop, sometimes at the last minute. This creates a hardship for the Trainer involved who may have invested in workshop materials. A workshop transfer fee of \$35 is proposed to balance customer service and the cost of doing business. This would need approval from NBCC.
2. **Think Tank Updates.**
 - a. **Peru Conference and TT wrap up/evaluations .** Kelly Pfeiffer, Kelly Gfroerer and Jody Malterre shared the events went well. Kelly Pfeiffer and Jody were the Board representatives at the event to provide support. Latin American Think Tank will return to Colombia in two years.
 - b. **China 2020 Beijing Conference Update.** Confirmed dates (May 13-14, 2020) with Training for Trainers May 12.
 - c. **Atlanta 2020. July 10-12, 2020.** Conference Proposals announcement was sent out.
 - d. **Madrid 2020.** Proposed dates: Conference: 11/6 and TT: 11/7-11/8.
3. **Other Updates**

- a. **LT Retreat.** There are plans for a day of connection between the BOD meeting and the retreat, 2/20/20, with the retreat set for 2/21-2/22. LT's should make their own reservations.
- b. **LT Training.** This would be part of Atlanta TT. To be announced.
- c. **LAB School Support Meeting.** There are 20 Lab Schools now. The first virtual meeting will occur Nov. 19 to meet each other.
- d. **Art of Teaching PD.** Inaugural workshop was held in Peru by Nadine Gaudin and Jane Nelsen. Going forward, this workshop could be attached to TT's. It will likely be offered in Atlanta as professional development. People are looking for more support with facilitation skills. The activities could also be part of ACT's.

4. Staff Updates

- a. **Staff Updates.** Kelly reported Sarah Yung providing support for China-related business. Ambar Egan will provide administrative support.
- b. **Social Media Update.** The BOD discussed the importance of platforms for the PDA and ways to improve it, possibly through Instagram, Linked In or Snap Chat. Younger generations use these platforms compared with older generations. The goal is to promote PD as well as provide support for current members. Videos may be useful.

Meeting Adjourned: 11:40 a.m.

Upcoming Meetings: 2019-2020 Meeting Dates

All Tuesdays from 9-11:30am EST:

December 10, 2019

January 14, 2020

February 18-19, 2020, IN-PERSON: San Jose, California

March 17, 2020.

April 14, 2020.

May 5, 2020

June 9, 2020

In person meeting Atlanta – July 8-9, 2020

August 11, 2020

Electronic Votes Since October 8, 2019 meeting:

10/25/19: Approval of October 8, 2019 BOD meeting minutes (Gloria, Jody, Yogi, Cathy)

Respectfully Submitted by

Lois Ingber, Secretary