



**PDA Board of Directors Meeting: Via Zoom Conference Call
December 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	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>10:30 – 11:10 a.m.</i>		
X	Jane Nelsen <i>Founder(non-voting)</i>		Lynn Lott <i>Founder(non-voting)</i>	X	Brad Ainge <i>Consultant(non-voting)</i>

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

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

Compliments and Appreciations were shared.

1. Staff Updates

- a. **Staff Handbook.** An employee handbook is being created.
- b. **Ambar Egan** is the new Administrative Assistant.

2. Think Tank Updates.

2020: China, Atlanta, and Madrid TT's are being planned. These will likely include pre- and post workshops.

2021: San Diego. Hotel and event space for San Diego, 2021 is confirmed for June 25-27. One is also planned for Colombia in October, 2021.

3. Lead Trainer Retreat. Cathy Kawakami, Jane WP and Teresa LaSala are planning this event with objectives for connection, reflection and individual and group growth.

4. Financials. Suzie Bohm Report.

- a. **Budget.** The 2020 budget will be discussed at the January, 2020 meeting.
- b. **Insurance.** The PDA maintains General Liability, professional liability, Workers Comp and automobile policies.

5. Updates and Sharing

- a. **IT and Technology support update.**
The PDA contracts with Saferpath.com for IT security.
- b. **Video Recordings from Seattle TT** were provided in Chinese to all China Trainers this Fall as part of their certification renewal.
- c. **LT Professional Development Recordings.** To be discussed at the LT retreat.
- d. **First Lab school On-line Zoom Meeting.** Thirteen schools were represented. Brief introductions were made including a description of the schools. There was consensus to hold semi-quarterly meetings. A list of future topics for discussion and support was created. There will be a designated listserv for suggestions and support.
- e. **Code of Ethics.** This is being worked on and will be discussed at the LT retreat.
- f. **Think Tank and Conference Manuals.** These are being created to serve as a guide for planners and bring greater organization to the process.

Meeting Adjourned: 11: 50 a.m.

Upcoming Meetings: 2020 Meeting Dates

All Tuesdays from 9-11:30am EST:

January 14, 2020

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

March 17, 2020

April 14, 2020

May 5, 2020 (*12th conflicts with China Conference travel)

June 9, 2020

In person meeting Atlanta – July 8-9, 2020

August 11, 2020

Electronic Votes Since November 12, 2019 meeting:

11/29/19: Approval of November 12, 2019 BOD meeting minutes (Ari, Jody, Gloria, Yogi, Cathy)

Respectfully Submitted by

Lois Ingber, Secretary