



**PDA Board of Directors Meeting by Zoom Conference Call
March 17, 2020, 9:00 – 11:30 a.m. 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
X	Ari Hurtado-Molina <i>Co-Chair</i>	X	Agust Jakobsson, <i>Director</i>	X	Judy Wu <i>Director</i>
X	Yogi Patel <i>Director</i>		Gloria Cleve <i>Director</i>	X	Nuria Rodriguez <i>Director</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>	X	Suzie Bohm <i>Treasurer (non-voting)</i>		
X	Jane Nelsen <i>Founder</i>		Lynn Lott <i>Founder</i>	X	Brad Ainge <i>Consultant</i>

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

- Financials.** Due to COVID-19, many workshop cancellations are occurring. Non-essential expenditures are being postponed.
- COVID 19 Discussion.** Meetings are occurring with Trainers in China and with the International Advisors to maintain connection and strategize. Ideas were brainstormed for activities online and handouts to be shared out. Kelly is compiling these and will post them on the website for world-wide access. Trainings and classes are more effective over time with opportunity for practice between sessions. How to do online workshops will be explored. Recorded core workshops need permission from Empowering People.
 - Workshop postponements and cancellations. These have been done and are being monitored on-going as needed.
 - Response to pandemic statement on Website. Posted 3/13/20.
 - Full Member letters to COVID-19 page. Completed 3/13/20.
 - Non-refundable travel. Announcement sent 3/10/20 to avoid booking non-refundable flights to TT's and other events.
 - Beijing one-day event. Arrangements are being made for an online event (Mr. Zhen).
- Event Updates.** TT Atlanta is on hold. Paris ACT is postponed until Dec 7-10, 2020.
- Follow up from Feb. Board meeting.**

- a. Bylaws and BOD membership. The BOD discussed expanding the number of BOD members for up to nine to allow bringing people with diverse skills that benefit the organization (e.g., marketing, legal). Bylaws currently allow 5-7 voting members.
- b. Code of Ethics. A draft of a Code of Ethics is being reviewed by LT's and the BOD.

5. LT Retreat Recap.

- a. Cathy reported the retreat was well-received, focusing on topics for individual growth, the role of LT's and ways to contribute to the growth and development of the organization. Cathy, Teresa and Jane W.P. planned the event.

6. New Business

- a. Vote new co-chair. Nuria moved and Yogi seconded for Ari to be Co-Chair as of April, 2020. Unanimous approval of voting members present.
- b. In-person board meeting July 8-9 is on hold.

Meeting adjourned: 11:35 am EST

Upcoming Meetings: 2020 Meeting Dates

All Tuesdays from 9:00 - 11:30 a.m. EST:

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

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020

Electronic votes since February 18, 2020 meeting:

3/10/20: Approval of February 18-19, 2019 BOD meeting minutes (Gloria, Jody, Cathy, Yogi, Nuria, Agust)

Respectfully Submitted by Lois Ingber, Secretary