DAMA International
Board of Directors Meeting Minutes

DAMA International
364 E. Main St # 157
Middletown, DE 19709

Meeting Date: 1/19/2019
Meeting Time: 10:00 am EST

Attendees:
Board Members (voting):
☒ Loretta Mahon Smith, President (LMS)
☒ April Reeve, VP Finance (AR)
☒ Lindy Kresl, VP Operations (LK)
☒ Stacey Haurin, VP Chapter Services (SH)
☐ Chris Bradley, VP Professional Dev (CB)
☒ Frank Kadwell, VP Member Services (FK)
☒ Lowell Fryman, VP Online Services (LF)
☐ Jerrod Young, VP Marketing (JY)
☒ Cathy Nolan, VP Conference Services (CN)
☒ Ray McGlew, Presidents’ Council Chair (RM)

Board Members (non-voting):
☒ Peter Aiken, Past-President (PA)
☐ (vacant), Governance Officer ( )

Admin/Staff:
☒ Marilyn Sargent, Admin Support (MS)

Board of Advisors:
☐ John Zachman (JZ)
☒ Karen Lopez (KL)
☒ Susan Earley (SE)

CDMP Fellows:
☐ Deborah Henderson (DH)

Directors-elect:
☐
☐

Call to Order 10: 44 am EST

I. Roll Call – Quorum (5+) present

II. Approval of Minutes:
A. Approval of meeting minutes for December 15, 2018 and January 5, 2019.

Motion: CN Second: SH
Passed by Acclamation
III. Review Agenda for any additions/updates, take things out of order
   A. The CDMP Committee has not yet met, so recommend we table the item about CDMP testing pause until next meeting.
   B. PA, CN, SH and KL have a meeting at 12:00 noon today, immediately to follow Board. Move agenda item EDW Report earlier on the list.

IV. Board Actions:
   Agenda:

   1. Award Committee Report
      1. The Award Committee has recommended to extend the Award Nomination until 2/1/19 to allow time for additional nominations. Chapters are interested in nominating, however website needs to be corrected.
         1. Action – Peter, Stacey, Cathy, Karen and Lowell will meet 1/19 at 12 to adjust the website announcement.
         2. Action - Board will Re-Tweet Award promotion.
         3. Action - Loretta will send out the email once Stacey gives copy and the member contact list.
         4. Award Committee will meet again on 2/2/19 before the Board Meeting, at 9:00 am for 1 hour.
         5. Action – Ray, Stacy, Susan and Lindy will meet this weekend.
   2. EDW Report
      1. Review budget for EDW Conference in March.
         1. **Action:** – Each board member who will have other coverage for expenses will email Cathy Nolan by 1/31. Expenses are covered for those “invited” to attend EDW as speakers, emeritus, etc.
         2. Flyer, Ribbons, swag for table.
         3. Give-away suggestions discussed. Possibly iPad or other tablet.
         4. Transportation costs are estimated in budget based on city of origin of Board member. Only those paid by Dataversity are listed on the tentative Budget.

   **Motion:** $1200 Budget for EDW swag, flyer, ribbons, and give-away for EDW.
   **Motion:** FK   **Second:** CN
   Passed by acclamation

   **Motion:** $31,500 for EDW expenses for the board including travel and expenses.
   **Motion:** CN   **Second:** FK
   Passed by acclamation
3. Tabled for next meeting: Discuss impact of paused CDMP certification. Is compensation a possibility? Should we consider membership extensions due to delay in certification availability?

4. Review Roles & Responsibilities (R&R) document in SharePoint.
   1. Action – Lindy will have 1-1 with Lowell, Chris, Frank, and April regarding Roles and Responsibilities (to re-allocate the work that Susan had done), within the next two weeks depending on availability.
   2. Action – Lindy and April need to have names on accounts transitioned from Susan, and create a **transition plan** including introductions to lawyers.
      1. Note: Accountants do the State of Washington tax filings
   3. April and Lindy will find a bookkeeper and, if necessary, additional administrative assistant interviews and proposals targeted within the next 2 weeks.
   4. Lawyer has retired, and may need to be replaced.

5. Discuss results of Doodle poll for Board Meeting times and set future meeting dates/times.

Proposal to alternate meeting times: Lindy and Chris will need to come to agreement on the time of the alternating calendar going forward. Continue to meet every 2 weeks through EDW in March 2019, targeting 1x per month after.

**NEXT MEETING: Feb 2 11:00 am EST – 1:00 pm EST**

V. Officer Reports

A. VP of Chapter Services (SH)
   1. Affiliation Agreement went out for comment.
   2. 2 additional chapters, Poland and Spain are close to affiliating.
   3. 54 **Forming Chapters** worldwide in a variety of statuses, 52 **Active Chapters**
   4. 25 chapters voted in the last election.
   5. Q1 effort to reach out to the non-voting chapters to see if they are struggling.
   6. Note: invoices for new affiliation fees due soon, will align to affiliation fees.
   7. Note: Stacey will be looking to document and formalize chapter lifecycle.

B. Other VP reports: FK, AR, RM, KL, PA nothing to report. Still seeking nominations for Governance and Ethics Officer.

C. President
1. Beginning preparation for EDW, meetings are established in SharePoint, draft documents are there.

D. **Motion: Motion to adjourn (FK)**

E. Meeting ended at 12:02 pm EST
   Passed by Acclamation