

BOARD MEETING MINUTES

SAIL2CHANGE

(503) 730-6453

info@sail2change.org

Date and Time: 2/13/18 6:30 pm to: 2/13/18 8:00pm
Present: Katie Allen, Lianne Butterfield, Amy Jermain, Brian Moore
Video Conference: DeVaul Henderson, Geo Presley-Brooks
Guest: David Welch, Ashley Barnes
Absent: Rick Talley, Lisa Zauner, Darroch Cahen
Location: 1211 SW 5th Ave 24th floor, Portland, Oregon 97204

Subject	Agenda	Allotted Time
Board Member Expectations		15 minutes
	Non-disclosure	
	Conflict of Interest Memo	
	Roberts Rule	
	Bylaws	
New Business		45 minutes
	Meeting with partners	
	Detailed program for Summer	
	Estimate from Trackers Earth/Willamette Sailing	
	Spring Break Event	
	Setting up future programs	
	Status: February 19 th 2019	
Marketing Committee		15 minutes
	Details about program specifically	
Committee		5 minutes
	Establish a meeting time: One Page for each committee: Chair Goals Agenda Recruitment How many people?	

	How often they should meet?	
--	-----------------------------	--

Future Meeting				
March 13th, 2019	6:30pm-8:00pm	1211 SW 5 th Ave 24 th floor, Portland, Oregon 97204		High Priority

Action Points	Due Date	Priority	Summary	Responsible Persons
NDA Documents	March 8 th , 2019	High	Create different policies for Board Members and Staff, Volunteers, Partners and Donors. <ul style="list-style-type: none"> Lisanne will create new documents to send out to board 	Lisanne Butterfield
Child Protection Policy	March 1 st , 2019	High	<ul style="list-style-type: none"> Ask Latino Network what the best practice is for Child Protection Policy is for the Spring break event Create a standard Child Protection policy for Sail2Change 	Katie Allen, Ashley Barnes, Dieter Waiblinger, Lisanne Butterfield
Robert Rule	February 20 th , 2019		Send out link for Robert Rule summary	Katie Allen
Future Programming			<ul style="list-style-type: none"> Talk with Alan about working with probational youth at Island Sailing Club Discuss liability with Latino Network for spring break event 	

Main Points	Approved	Persons
Meeting Called to Action at 6:33pm	Approved Unanimously	Katie Allen
Motion to create four Committee: 1) Board Governance 2) Finance/Fundraising 3) Marketing/ Social Media/Events 4) Programs/Ship Research/ School Development/Student Recruitment	Approved Unanimously	Lisanne Butterfield, Amy Jermain, Katie Allen, De Henderson, Geo Presley-Brooks, Brian Moore
Tabled for later discussion: Concerns about our partners working with highly at-risk youth.		DeVaul Henderson

Tabled discussion of possibly adding additional information to attendance (page 8): Missing 3 consecutive meetings or 4 missed meetings total		Katie Allen
Meeting Adjourned at 8:34pm	Approved Unanimously	Katie Allen

Time	Discussion	Notes
6:33pm	Call to Action	Katie Allen called the meeting into action.
	Roberts Rule	<ul style="list-style-type: none"> ● Send out summary of Robert Rule
	Bylaws Tabled Discussion	<ul style="list-style-type: none"> ● Tabled discussion of possibly adding additional information to attendance (page 8): Missing 3 consecutive meetings or 4 missed meetings total
	Sailing Outreach	<p>Outreach ideas:</p> <ul style="list-style-type: none"> ● Board members explore other boards similar to us ● Volunteer our time as board members ● Events ● Spend time taking community program leaders on a boat ● Volunteers to take youth out
7:40pm	Motion	<p>Brian Moore: I want to motion that we create four Committees:</p> <ol style="list-style-type: none"> 1) Board Governance: 2) Finance/Fundraising: 3) Marketing/ Social Media/Events 4) Programs/Ship Research/ School Development/Student Recruitment <p>Motion approved unanimously</p>
7:45pm	6 voted	Passed with a quorum
	Committee Information	<ol style="list-style-type: none"> 1) Board Governance: Chair: Amy Jermain Members: Lianne Butterfield, Brian Moore 2) Finance/Fundraising: Chair: ? Book Keeper: Katie Allen Treasurer: Lisa Zauner? Members: Lisa Zauner, David Welch, Amy Jermain 3) Marketing/ Social Media/Events: Chair: Rick Talley Members: Katie Allen, Ashley Barnes, Dieter Waiblinger, Amy Jermain 4) Programs/Ship Research/ School Development/Student Recruitment Chairs: ? Members: Darroch Cahen, De Henderson, Brian Moore

		David Welch is going to contact someone for events. He also has information regarding an online academy out of Salem called connection Academy.
7:48	Action	Need a policy of who we are going to let volunteer
	Safety Discussion Tabled for later	Tabled for later discussion: Concerns about our partners working with highly at-risk youth.
	NDA Templates	<ul style="list-style-type: none"> ● Suggestion to create two or three different templates for different agents <ul style="list-style-type: none"> ○ NDA for Volunteers <ul style="list-style-type: none"> ▪ Discussed having a form for long term volunteers and short-term volunteers which depends on exposure to confidential information. Also discussed not separating them in case a short-term volunteer progresses into a long term volunteer. Tabled discussion for Governance Committee. ▪ Events Volunteers? ○ NDA for Contractors ○ NDA for Partners ○ NDA for Donors ○ NDA for Board members and Staff ● Child protection policy- protect information of the children <ul style="list-style-type: none"> ○ Background check? ○ Ask community partners what the best practice is ● Need to include specific confidential information <ul style="list-style-type: none"> ○ Youths private information, donor's information, Slack forums ● Don't need a time period (take out 5 years in section 18) <p>Lisanne will create new documents to send out to board</p>
	COI	Approved with the acceptance of taking out the first paragraph "Confidentiality" <ul style="list-style-type: none"> ● Create an updated document to send out to board
	Future programs	<ul style="list-style-type: none"> ● Talk with Alan about working with probational youth at Island Sailing Club. ● Talk with Island Sailing about volunteers to take boats out ● Liability Insurance ● Equipment <ul style="list-style-type: none"> ○ Geo recommends garage sale at REI ○ Donate Sailing equipment to be left with Sail2change ○ Donate hiking equipment for youth to keep so they can venture out outside of the program ○ Tabled for Program Committee ● Transportation <ul style="list-style-type: none"> ○ Trimat Pass? ○ Issue with riding the bus with all the gear
8:04pm	Meeting Adjourn	Meeting adjourned by Amy Jermain