CSTC Board of Directors Meeting Minutes
September 21, 2020
9:00 AM to 12:00 PM
Location: Virtual via Zoom

1. Call to order:

President, Gary Quackenbush, called meeting to order at 9:00 AM, on Monday, September 21, 2020.

2. Roll Call:

Officer/Chapter	Signature
President	Gary Quackenbush
1st Vice President	Linda Dong
2nd Vice President	Jen Horton
Secretary	Shari Hardy
Treasurer	Claudia Stanley
Past President	Rod Couts
Region One Director	Karen DeVaney
Region Two Director	Shannon Hall
Region Two Director	David Knutson
Region Three Director	David Eastis
Region Three Director	Guy Liford
Region Four Director	Heather Santineau
Region Four Director	Justin Price
Parliamentarian	Ruth Godfrey
NSA Representative	Roger Kent
Other:	
Executive Director	Jenn Baker

3. Agenda Approval:

Do not need to approve the agenda

4. Approval of Minutes, Shari Hardy:

Revisions to minutes:

- NSA report – second bullet add Roger's first name
- Switch the order of Ingrid on roll call
- Grievance was dismissed by the Ethics Committee instead of no report given

Motion to approve Minutes with revisions made by Rod Couts with a second from Linda Dong.

Motion carries.

5. Treasurer's Report, Claudia Stanley:

- Bookkeeper to add Vimeo charges to Academy expenses
- Sacramento, ECSD, and TV needs to submit financials July 2019 through June 2020. Directors will reach out to those Chapters and ask them to.
- Claudia and Jenn will meet to update the Chapter checklist of missing information

6. Executive Director's Report, Jenn Baker:

- The 60 Hour QE online course has been postponed due to CTEC not having completed our Annual review
- Reminder that Staff is only in the Office once a week due to our new COVID hours
- Chapter's to encourage Speakers to complete the Call for Speakers form on the CSTC website so other Chapters are able use those speakers for future meetings

7. NSA, Roger Kent:

- Everyone is asked to take a look at the NSA website for updates on future meetings and other updates
- NSA is offering many virutal classes

8. President's Report, Gary Quackenbush:

- Virtual education is proving to be incredibly successful for those Chapters who are taking advantage of that
- Encourage others to do volunteer work so we can continue to do more

9. Committee & Officer Reports

Bylaws Committee, Ruth Godfrey:

- Until Carver's is updated, there are not any changes to the Bylaws

1st VP / Education, Linda Dong:

- Academy made over $50,000
- Fall Forum: two six-hour days of education. Will be set up as a meeting not webinar. Thursday / Friday. November 5 & 6, 2020
- Chapter Leaders should be asking the Speakers for the handout a minimum of two weeks before the meeting is scheduled

2nd VP / Membership & PR, Jen Horton:

- Table in a box will be distributed when we have our next live Board meeting
- Gary will create the letter for mem pins mailing and send to Jenn for distribution

Policy Governance, David Eastis:

- Committee created an ENDS policy which coordinates with Carver's Governance Policies
- Committee has a meeting on September 22 at 9 AM to discuss next steps for implementation

Audits and Finance, Claudia Stanley:

- Claudia to put together email on what is required of Chapters for Annual Audit to send to Jenn for distribution to Chapters

CTEC Committee, Karen De Vaney:

- Karen will continue to be the CTEC representative
- CSTC representation information for has been submitted to CTEC
- CSTC has purchased the email distribution list has been purchased from CTEC and it has been added to our databse

Ethics & Grievances

- Future discussion for Bylaw revision: once a complaint has been heard and reviewed per the Bylaw procedures, the same complaint cannot be submitted again

10. Chapter Reports

- Chapter reported were received by the Society Office and submitted to thte Board packet

11. New Business

- None

12. Resolutions & Motions:

- None

Adjournment:

Motion to adjourn at 11:03 made by Karen DeVaney with a second from Jen Horton

Respectfully submitted,

Jennifer Baker	Shari Hardy
Executive Director	Secretary