

Orbis Cascade Alliance Board Minutes

January 14, 2019 10-11:30 am via Zoom

Attendees:

- Michelle Bagley, Chair
- Susan Barnes Whyte, Past Chair
- Natalie Beach, Chair Elect
- Dena Hutto, Treasurer (FY 19 & 20)
- Amanda Clark, Secretary (FY 19 & 20)
- Isaac Gilman, Member-At-Large (FY18 & 19)
- Xan Arch, Member-At-Large (FY18 & 19)
- Betsy Wilson, Member-At-Large (FY 19 & 20)
- Jeff Gayton, Member-At-Large (FY 19 & 20)
- Maija Anderson, Interim Executive Director (ex-officio & non-voting)

Time	Anticipated	Anticipated	Actual
10:00	Call to Order	Welcome to Maija!	NOTES
10:01	Approve Minutes (Bagley)	Approve Minutes December 10 meeting minutes	Approved 10:05
10:02	Executive Director Update (Anderson) ● Eugene office relocation		<p>Relocation update: Space has been identified and Maija will travel to look at it this week; currently negotiating lease duration; move timeline was also discussed. Considering 2 and 3-year leases. Board discussion of stability, consideration of location of the majority of the central staff personnel, and related issues.</p> <p>ACTION: Maija will recommend a 2- or 3-year lease term for board approval</p> <p>Dues task-force: Proposal to assess member value in membership. Dana spear-headed this and looked to hire a third party to inquire within our membership regarding perceived value. There was discussion regarding whether this should be put on hold during times of limited bandwidth; budget does allow for it at this time. Board discussion whether to table or move forward. Discussion of costs in moving forward. Recommendation to move forward at a slow/moderate pace. Discussion regarding current low staffing and whether this is the time to assess value. Discussion ensued regarding how pressing it is to assess value at this time, post strategic plan; this was raised in 2017 and there was a great push for the survey—we should address this continued need/desire. We could start with a feedback gathering process and postpone a more in-depth discussion for a later time. Board discussion</p>

			<p>ensued regarding whether we should outsource this work (regarding the response of membership and regarding finances) or attempt to handle it internally. Discussion of benefits of having an outside contractor to assist us.</p> <p>ACTION: Middle path option to start a feedback gathering process using an outside partner. Board agreed to get a more formal proposal from Maija and Dena.</p> <p>Searches: Preparations for RSF Program Manager recruitment began in fall. Team has an acute need to ensure stability, then build back capacity for collaboration, advocacy, communication. Interim ED raised some questions regarding the RSF PM position description; there is a need to bring forward the customer service elements of the job. IED requested to edit the position description and emphasize the customer service elements and target more junior level persons. Discussion continued regarding the Systems PM position, needs, finances, training, expectations, job trajectory/growth, etc. Search committee should be ready to move forward shortly.</p> <p>ACTION: Board supports Maija in moving forward with her suggested position description edits/adjustments.</p>
10:15	Council meetings (Bagley)	<p>March -</p> <ul style="list-style-type: none"> • Council dinner/social time • Opening up membership <p>July -</p> <p>25th Anniversary Celebration</p> <p>Background doc</p>	<p>Council dinner vs. social time: Discussion ensued: considering the dramatic turnover of Council members, Council time together could be considered essential. Pros and cons were weighed regarding encouraging a sense of belonging, community-building. Discussion regarding dinner options, benefits, etc.</p> <p>ACTION: Dinner will be served at March Council meeting.</p> <p>Opening Membership: Board will discuss this further at the February meeting. We will wish to look at minutes from previous openings.</p> <p>ACTION: Interim ED and small group (Amanda, Natalie, Jeff, Michelle[?]) will reconvene to discuss moving forward.</p> <p>25th Anniversary: Discussion of Council-focused versus a more broad event. Strong Board approval that this be an inclusive event that thanks those who are integral to success, those who work for and with Council. No silent auction, agreed generally. A speaker might include new dean of the iSchool at UW or a speaker who can discuss consortia. Perhaps with a looking-forward/looking-back theme.</p>

			ACTION: Michelle will follow up with Jane, who will lead the planning with assistance. Michelle and Maija will follow up regarding a needed a proposal from Elizabeth regarding finances.
10:30	Board Retreat - March 13 (Bagley)	Review related documents and discuss objectives for retreat Board Assessment Governance group project charter	11:08am BoardSource is an option for a Wednesday March Board retreat. Board looked at and discussed document regarding what would be considered with the help of BoardSource, and discussed what to adjust based on the type of Board we are regarding election and composition. Suggestion to move slowly and carefully regarding changes in our Board elections and composition. ACTION: Board will have a retreat, \$8,500-\$10,000 range; Michelle will return to Board with more firm proposal.
11:00	Strategic Planning (Bagley, Barnes Whyte)	Update on NWACC Accessibility initiative Message from Dana - Dec. 21 - Alliance response to this proposed action from Ringle. Discuss: Communication Plan <ul style="list-style-type: none"> • SPG recommended infographic, seeking Board approval to hire a designer to work with subgroup. • Communication plan subgroup Assessment <ul style="list-style-type: none"> • Annual review process • Determine assessment strategy and how to provide support to Teams/PMs • Determine what is the most important to measure Adding/revising work	Update on NWACC: Maija will discuss further with Marty and will continue to pursue movement forward. Discussion regarding training, finances, etc. Consensus regarding that who the current ED is does not impact whether or not to move forward, and that membership wishes to move forward. ACTION: Maija will continue discussion with Marty as there continues to be interest from Council. Charge for Communication subgroup coming in a separate message. TABLED. Sample Annual Review and Update from ASAE How will we address requests/suggested new work between annual review periods? TABLED.

11:30 Adjourn	11:28 Adjourned
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