2022 Fall Core Committee Meeting
November 16-17, 2022
Hyatt Regency Hotel, Seattle Washington
Approved by Core: January 11

INTRODUCTION

A summary of action items precedes the minutes. The minutes provide more details and highlights of discussion. Unless otherwise noted, approvals are based on the POD Network Levels of Consensus Scale (see Appendix). Items that require a formal vote (in favor/opposed) are indicated. Parking Lot items (items postponed to the end of the meeting) follow the minutes.

SUMMARY OF ACTIONS TAKEN Wednesday, November 16, 2022

Consensus Vote E-Minutes:
> Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the June 2022 Core meeting - APPROVED (1s and 2s) - See Appendix A.

Consensus Vote Governance Manual Style Guide
> Approve implementation of the Governance Manual Style Guide as recommended by the Governance and Executive Committees – APPROVED (1s and 2s)

Majority Vote - Updates to Governance Manual, Membership Committee
> Approve recommendations from the Membership Committee leadership to update Section **IV.B.4.6. Membership Committee** of the Governance Manual – APPROVED unanimously.

Majority Vote - Updates to Governance Manual, New Section for Equity & Education SIG
> Approve recommendations from the Equity & Education SIG leadership to add Section **IV.B.5.4 Equity & Education SIG to** the Governance Manual – APPROVED unanimously

Majority Vote - Event Coordinator Position
> Approve the recommendation from the Executive Committee to hire an Event Coordinator or event service at an annual cost not to exceed $75,000 – APPROVED unanimously.

Majority Vote - Part-time Financial Administrative Assistant
> Approve the recommendation from the Executive Committee to hire a part-time financial administrative assistant at an annual cost not to exceed $25,000 - APPROVED unanimously.

Extraordinary Vote - Change to Bylaws – Size of the Core Committee
Approve the recommendation from the Executive Committee to increase the size of the Core Committee to 21 (current size is 19 which includes the three presidents {current, past, and elect} and the Finance Chair.) with 6 new members elected each Spring for three-year terms (previously 5 new members have been elected each Spring). This change requires a 2⁄3 majority for approval. – APPROVED 17 ayes, 1 no.

SUMMARY OF ACTIONS TAKEN Thursday, November 17, 2022

Election of President-Elect
Majority Vote:
Approve the election of self-nominee Christine Rener as the president-elect, term to begin after the Spring Core Meeting - APPROVED (unanimous)

MINUTES, WEDNESDAY, NOVEMBER 16, 2022

Present In Person: Preston Cumming, Fran Glazer, Carol Hurney, Stacy Grooters, Hoag Holmgren, Riley Caldwell-O'Keefe, Katie Kearns, Kathleen Landy, Danny Mann, Gloria Niles, Natalie Parker, Chris Price, German Vargas Ramos, Cheryl Richardson, Kristi Rudenga, Adriana Striefer, Carol Subiño Sullivan

Present via Zoom: Chad Hershock and Kem Saichaie

Welcome and Centering

Icebreaker Exercise

Processes, ground rules & norms
President Carol Hurney reviewed processes, ground rules & norms (Core Handbook); solicited volunteers for note-takers and timekeepers; and provided an overview of the day.

Executive Director Report
The Executive Director's report included statistics about the organization's financial position, annual conferences since 2012, membership since 2016, and social media engagement.

Consensus Vote E-Minutes:
Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the June 2022 Core meeting - APPROVED (1s and 2s) - See Appendix A

Governance Committee Report

Consensus Vote Governance Manual Style Guide:

Approve implementation of the Governance Manual Style Guide as recommended by the Governance and Executive Committees – APPROVED (1s and 2s)

Majority Vote - Updates to Governance Manual, Membership Committee
Approve recommendations from the Membership Committee leadership to update Section **IV.B.4.6. Membership Committee** of the Governance Manual (see summary) – APPROVED unanimously.

- The charge is being expanded to define the major responsibilities of the committee and make its advisory role to Executive and Core Committees more explicit.
- The leadership structure is being changed from a single chair to a chair / past chair / chair elect model, with specific responsibilities allocated to each role. The leadership selection process is being revised accordingly.
- Committee and subcommittee structure and process is revised and clarified in such a way as allows room for growth as new activities become operationalized.
- Member eligibility section is expanded to be more welcoming.

Majority Vote - Updates to Governance Manual, Membership Committee
Approve recommendations from the Equity and Education SIG leadership to add Section IV.B.5.4 Equity and Education SIG to the Governance Manual – APPROVED unanimously.

Discussion on Making Policy

To increase transparency, to ensure no systemic bias, to ensure alignment with POD's mission and strategic plan, and to clarify ownership and accountability, POD leadership should define the values that undergird its decision-making process and policy creation. Perhaps consideration should be given not only to financial equity, but also social equity (community) and environmental equity as many non-profit organizations do.

To continue discussions like this, and other organizational development issues, perhaps consideration should be given to more frequent, and shorter, Core meetings.

Finance Committee Report

The chair of the Finance Committee, Chad Hershock, provided an update on POD's assets, sources of revenue, and expenditure categories. Our assets include cash-on-hand and investment principal and interest. "Cash-on-hand" is used for operating expenses with a special savings account for "emergency". According to the Governance Manual, the "emergency" fund should be equal to or greater than six (6) months of operating expenses (less conference expenses). Currently, we reinvest the interest earned on our investment funds, instead of using it for operating expenses. Section III.B.5 of the Governance Manual provides guidance related to POD's investments.

Traditionally, our budgets project revenue to be greater than expenses. We predict that we will break even this year with no surplus, even though our budget projected a $80K+

surplus. The projected "income over expenses" will be lower due to the increase in conference expenses to ensure accessibility and inclusion (i.e., Covid policy, Covid supplies, and live transcription of streamed events).

Suggestions to improve the organization's financial position included increasing fees for conference and membership, creating additional sources of revenue while considering a sliding scale of fees, offering new programs for a fee, and reducing expenses.

Conference Committee Report
Discussion with the Conference Committee
The Conference Committee (Jerod Quinn and Tamm McCoy - Co-chairs; Heeyoung Kim and Christopher - Program Co-chairs; and Teresa Focarile and Kristen English - Online Program Co-chairs) met with Core to share information about the 2022 annual conference.

Intentionally deciding to offer two modalities (online and in person) for the same conference was unique for this year and appears to be a wise decision. The Conference Committee recommends that POD continue with this format for next year's conference with some tweaks that might come to light after surveys are received and analyzed.

Some responsibilities of the Conference Committee are more logistical and administrative than "programming". These include identifying, testing, acquiring, and implementing software tools (e.g., proposal submissions app, scheduling app, project management app), as well venue selection and logistics. Perhaps others could help in these areas – the Digital Resources and Innovation Committee, an event coordinator (consultant or employee), etc.

One problematic area (regardless of modality) continues to be the proposal review process - number of volunteers to review, training of volunteers (especially in the DEI arena), timeline, etc.

Executive Committee Report
Majority Vote - Event Coordinator Position
Approve the recommendation from the Executive Committee to hire an Event Coordinator or event service at an annual cost not to exceed $75,000 – APPROVED unanimously.

Majority Vote - Part-time Financial Administrative Assistant
Approve the recommendation from the Executive Committee to hire a part-time financial administrative assistant at an annual cost not to exceed $25,000 - APPROVED 17 ayes, 1 no

Extraordinary Vote - Change to Bylaws – Size of the Core Committee
Approve the recommendation from the Executive Committee to increase the

size of the Core Committee to 21 (current size is 19 which includes the three presidents {current, past, and elect} and the Finance Chair.) with 6 new members elected each Spring for three-year terms (previously 5 new members have been elected each Spring). This change requires a 2⁄3 majority for approval. – APPROVED 17 ayes, 1 no.

Oversight of Committees and Special Interest Groups (SIGs)
> Core discussed how the committee/SIG leadership and Core could work collaboratively to live up to our values and support the organization's strategic plan, while recognizing that we are a volunteer-led organization, and our processes and procedures need to be transparent. No decisions on various recommendations were made.

To Improve the Academy Report
> After its restructuring and improved processes, the journal is in good standing. Leadership continues to create and implement new ways to continue the improvement. No requests or decisions were made.

MINUTES THURSDAY, NOVEMBER 17, 2022

Present In Person: Preston Cumming, Fran Glazer, Carol Hurney, Stacy Grooters, Hoag Holmgren, Riley Caldwell-O'Keefe, Katie Kearns, Kathleen Landy, Danny Mann, Gloria Niles, Natalie Parker, Chris Price, German Vargas Ramos, Cheryl Richardson, Kristi Rudenga, Adriana Striefer, Carol Subiño-Sullivan

Present via Zoom: Chad Hershock and Kem Saichaie

Election of President-Elect
> Majority Vote
> Approve the election of self-nominee Christine Rener as the president-elect, term to begin after the Spring Core Meeting - APPROVED (unanimous)

Executive Director Quarterly Evaluation Update
> The Executive Committee gave a report on the quarterly evaluation of the Executive Director. A discussion ensued with no recommendations or decisions being made.

Discussion of Idea Group Funding Opportunity
> President Hurney introduced the possibility of funding from the Idea Group. After a brief introduction, members of Core met in small groups to brainstorm on how to move forward. No decisions were made.

Appendix A
E-Minutes | Fall 2022
(The record of decisions made by the Core Committee and/or the Executive Committee
since the Spring 2022 Core meeting)

July 26, 2022
- APPROVED By EXEC and CORE the creation of a Covid Policy for the 2022 Conference
- APPROVED by EXEC, FINANCE, and CORE an off-cycle budget request for $10,000 to purchase Covid rapid-tests (3) and K95 masks (3) for 600 conference attendees.

August 9, 2022
- APPROVED the early-bird conference fee deadline to be October 10
- APPROVED the refund policy for the conference and set the last day to request a refund (except for illness) to October 15

September 22, 2022
- APPROVED by EXEC, FINANCE, and CORE several off-cycle budget requests related to unexpected Conference expenses.
  - $8,130 – for salary and FICA taxes to increase the hours of POD's Administrative Assistant (from 20 hours/week to 40 hours/week) through December to support the conference, committees/SIGs, and financial management of POD
  - $385 – for seven $50 gift cards and associated fees for POD members to review and provide feedback on the draft COVID Policy
  - $1,265 – to increase the gift card amount from $25 to at least $50 for 23 conference session coordinators to provide equity across groups contributing labor to conference preparation (as outlined in the Roles and Compensation Guidelines).
  - $1,800 – for "COVID policy" helper(s) to help implement the conference Covid policy before and during the conference
  - $10,000 – for additional costs of Covid tests and masks and to increase the quantity of tests and masks to 4/person (instead of 3) and the supplies for 600 registrants to 800.
  - APPROVED Denver as the site for the June 2023 Core Meeting

October 11, 2022
- APPROVED the extension of the early-bird conference fee deadline to October 24 (from October 10)

October 19, 2022
- APPROVED by EXEC and CORE the establishment of an Arts and Humanities SIG