



Minutes of POD Network Core Meeting

June 10-11 2025, Virtual via Zoom

Approved: August 2025

INTRODUCTION

A summary of action items and votes 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. Items that require a formal vote (in favor/opposed) are indicated.

SUMMARY OF ACTIONS TAKEN

Wednesday, June 11

VOTE Regarding Excess Revenue Funds for FY2026

I approve of the using the excess of projected budgeted revenue of \$9,485 from the FY26 Annual Budget to the Office Personnel Salaries line item to cover a 4% merit increase for the salary of each POD Office staff member.

NOT APPROVED, no majority vote

VOTE Regarding FY26 Budget

I approve the recommended FY26 Final Budget reflecting a revenue of \$1,241,059 and total expenditures of \$1,231,574, resulting in a Net Revenue of \$9,485.

APPROVED, majority vote

VOTE Regarding E-Minutes (see Appendix A)

I accept the E-minutes reflecting the decisions made by the Executive Committee and Core since the November 2024 Core meeting.

APPROVED, majority vote

Minutes - Wednesday, June 11, 2025, 1:00 - 4:00 PM Eastern Time

Members Attending: Danielle Gabriel (Executive Director), Stacy Grooters, Patricia Guillien, Teresa Focarile, Claudia Cornejo Happel, Scott Hicks, Rachel Horak, Cait Kirby, Tom Laughner, Tammy McCoy, Carl Moore, Bonnie Mullinix, Gloria Niles, Ruth Poproski, German Ramos, Christine Rener, Cheryl Richardson, Elina Salminen, Adriana Signorini, Adriana Streifer

Members Not Attending: Kathleen Landy, Sara Nasollahian Mojarad

Guests: Jon Iuzinni, President Elect; Lindsay Wheeler, Incoming Core member; Kritika Yegnashankan, Incoming Core member; Gaye Webb, Administrative Manager

President Rener invited those present to introduce themselves and provided a verbal summary of the topics to be discussed:

- [Fiduciary Responsibilities, Standards of Conduct, and Responsibilities of Core Committee Members](#)
- Orientation of Core members
- Votes regarding the E-minutes, FY26 budget, and changes to the Governance Manual
- Executive Director Report of the State of the Organization
- Discussion of the spring reports to Core from the Committees and SIGs
- Assignment of Core representatives to Committees and SIGs

VOTE Regarding Excess Revenue Funds for FY2026

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NOT APPROVED, no majority vote

VOTE Regarding FY26 Budget

I approve the recommended FY26 Final Budget reflecting a revenue of \$1,241,059 and total expenditures of \$1,231,574, resulting in a Net Revenue of \$9,485.

APPROVED, majority vote

Discussion of the Spring Reports to Core from the Committees and SIGs

President Rener facilitated a discussion of the reports submitted by the various Committees and Special Interest Groups. Core members considered suggestions to increase the support of these groups by Core and expressed sincere appreciation for the many volunteers serving in a multitude of roles that have contributed to the success of the POD network.

Executive Director Report – State of the Organization

Highlights include the following:

The POD Network remains the leading professional association for educational developers, sustaining a strong membership base of approximately 1700 individuals. This stability underscores the organization's continued relevance and resilience in the face of both internal challenges and broader uncertainty within the field of educational development and higher education. The 49th Annual Conference, held in Chicago, marked a significant milestone with 1,171 in-person attendees and an additional 130 virtual participants, as the organization piloted a hybrid conference model to expand accessibility and engagement. The 50th Annual Conference, taking place November 19–23, 2025, in San Diego, will continue to offer integrated virtual participation. In response to critical feedback around accessibility and inclusion, the conference will place greater emphasis on technical support and improving the quality of the virtual experience. Virtual programming remains a strategic priority, with ongoing efforts to increase engagement and broaden participation options as the organization develops sustainable models and protocols for hybrid delivery.

The POD Network remains in stable financial health, meeting the Governance Manual reserve requirement of 50% of budgeted expenses (less conference expenses), and maintaining healthy balances in certificates of deposit (CDs), money market account, and long-term investment accounts.

The POD Office staff currently includes Executive Director Danielle Gabriel, Administrative Manager Gaye Webb, and Administrative Assistant Eun Sandoval-Lee.

The POD Network also sustained key external collaborations and partnerships, including a continued reciprocal partnership with the American Association of Colleges and Universities (AAC&U) and ongoing programming with OneHE.

VOTE Regarding E-Minutes (see Appendix A)

I accept the E-minutes reflecting the decisions made by the Executive Committee and Core since the November 2024 Core meeting.

APPROVED, majority vote

Minutes - Thursday, June 12, 2025, 1:00 - 4:00 PM Eastern Time

Members Attending: Danielle Gabriel (Executive Director), Stacy Grooters, Patricia Guillien, Teresa Focarile, Claudia Cornejo Happel, Scott Hicks, Rachel Horak, Cait Kirby, Tom Laughner, Tammy McCoy, Sara Nasollahian Mojarad, Carl Moore, Bonnie Mullinix, Gloria Niles, Ruth Poproski, German Ramos, Christine Renner, Cheryl Richardson, Elina Salminen, Adriana Signorini, Adriana Streifer

Members Not Attending: Kathleen Landy

Guests: Jon Iuzinni, President Elect; Liz Norell, TIA Editor; Lindsay Wheeler, Incoming Core member; Shelley Reid, Incoming Core member; Kritika Yegnashankan, Incoming Core member; Gaye Webb, Administrative Manager

Appreciation of Out-Going Core Members

President Renner facilitated a sharing of gratitude for out-going Core members Stacy Grooters, Kathleen Landy, German Vargas Ramos, Cheryl Richardson, and Adriana Streifer

POD Network Conflict of Interest and Confidentiality Acknowledgement

In an effort to protect the integrity of our organization's decision-making and operations, Executive Director Gabriel shared POD's Conflict of Interest and Confidentiality Acknowledgement form with the Core members and asked each member to confirm their understanding and commitment to these policies.

Proposed Revisions to the Governance Manual

Past-President Stacy Grooters, as chair of the Governance Committee, facilitated a discussion and presentation of revisions to the Governance Manual as recommended by the chairs of the Finance Committee, Professional Development Committee, and Governance Committee. After a robust discussion, official voting was delayed until such time that suggested changes

are incorporated into various sections. Stacy will solicit and facilitate asynchronous voting prior to the end of the fiscal year.

Asynchronous Votes Related to Changes to the Governance Manual

Proposed changes to the following sections of the Governance were APPROVED by asynchronous votes which closed on June 30, 2025

Bylaw Changes, Requiring Two-Thirds Approval

Section I: Bylaws of the POD Network in Higher Education

I.B Core Committee, section B.9 and b.10

I.C Executive Committee, sections C.3 and C.4

I.D. Member Meetings

Non-Bylaw Changes, Requiring Majority Vote

Section III: Policies, Guidelines, and Members

Article B: Fiscal Policies

Article C: Guidelines

Section III.C.1: Guidelines for Professional and Ethical Practices

Article IV: Leadership and Operations

IV.B.3.2 Governance Committee: Signature Work of the Committee, Membership, Committee Leadership Structure and Responsibilities

IV.B.4.7. Professional Development Committee (PDC)

Respectfully submitted,

Gaye Webb, Administrative Manager

Appendix A

E-Minutes

Approved by Core Committee: June 11, 2025 at Spring Meeting

Votes taken by Executive Committee and Core
between November 12, 2024 - May 31, 2025

February 25, 2025

Consensus Vote

Do you approve the following recommendations of the Executive Committee regarding virtual programming:

The POD Network should

1. Forgo a summer 2025 online conference, due to insufficient financial resources and human resource support.
2. Utilize existing outlets for virtual programming.
3. Communicate, widely and frequently, to POD members the many online events and resources that are offered throughout the organization.
4. Explore opportunities to expand online events and resources.
5. Establish a new process by which new programs can be proposed.

APPROVED

March 10, 2025 - Approved by Core

Vote on FY26 Base Budget:

Do you approve the proposed base budget for FY 2025-2026, provided on March 7, 2025, which reflects revenue and expenses as \$1,241,059, with net revenue of zero and an allocation of \$12,559 for Committees and SIGs?

APPROVED

April 9, 2025 - Executive Committee

In response to an off-cycle budget request for JDEED regarding the reallocation of budget funds from publication costs to:

1. Sponsor the cost of the Op-Ed Project workshop for up to five educational developers
2. Provide honoraria for facilitators/presenters of "Meet the Scholars" sessions

The Executive Committee approved item 1. Regarding item 2, to be consistent with current policy, only non-POD members may be paid honoraria.

April 28, 2025 - Approved by Core

Vote on allocation of funds to committees/SIGs for FY 2025-2026

APPROVED

Electronic Votes:

Minutes of the October 18, November 9-10, February 5, March 20, and April 28,
2025 Core Meetings

APPROVED

Selection of [Arthur Vining Davis Foundations](#) as a Gold Sponsorship of the 2025
Annual Conference

APPROVED

Endorsement of the [Educational Developer Competency Framework](#) as created
by the Professional Development Committee

APPROVED