

CSLP Board Agenda

Wednesday, Sept. 6, 2023

2:00 p.m. EST

11:00 am PST/12:00 pm MST/1:00 CST/2:00 pm EST

Board Members

Cathy Lancaster - President
Donna Throckmorton – President Elect
Kate Smith – Secretary
Deborah Dutcher – Treasurer
Beth Yates – Past President
Adrienne Butler - at large
Lysha Thompson – at large
Katie Perkey – at large
Jasmine Rockwell - Vendor
Amelea Kim - Membership
Erin Groth - Manual Committee
Dawn Krause - Executive Director
Melissa Hooke – Admin
Alyssa Graybeal – Manual Managing Editor

1. **Roll Call** – Melissa Hooke

Cathy Lancaster, Donna Throckmorton, Kate Smith,
Deborah Dutcher, Beth Yates, Adrienne Butler,
Lysha Thompson, Katie Perkey, Jasmine Rockwell, Amelea Kim

Dawn Krause – Executive Director

Melissa Hooke - Admin

Alyssa Graybeal – Manual Managing editor

Not in attendance – Erin Groth

2. **Call to Order** – Cathy Lancaster 2:04 pm EST

3. **Welcome Board and Guests**

Kelly McCabe (NM), Janet Ingraham Dwyer (OH); Jeni Schomber (WI) Jennifer Redford (ID) Sandy Wilkerson (KS) Brian Greene (WY)

4. **Approval of the Consent Agenda**

a. Aug. 2023 Board minutes – Kate Smith

b. Budget – Deborah Dutcher

Jasmine Rockwell moved to approve; Lysha Thompson seconded.

Motion passes

5. **Unfinished Business**

a. Fiscal Year 2024 Budget – Deborah Dutcher

Deborah wants to thank Dawn for finding the right people to handle our problems and to the budget committee for diving right in to solve our problems, and to the board for support. We have had to

increase our accounting services in order to have a full-service bookkeeping service. Board retreat cost are in purple because we have some options on how to spend less on it. Our shipping charges are going up because we couldn't afford not to increase them. Tana with TS3 has been working to decrease our shipping costs. She has found a way to have lower costs for shipping smaller items. The \$15 shipping cost on smaller items should be sustainable. Melissa said one of the goals was to lower the shipping costs on small orders, so we had to increase the shipping costs on large orders which we were losing out on. Cathy thanked Dawn for finding support for the accounting work. Donna Throckmorton moved to accept the budget; Beth Yates seconded. Motion passes

b. [Annual Meeting](#) update – Cathy Lancaster

Reminder that we have annual meeting (reiterate time and dates here). Have camera on, mics working, bring an item that represents your state to show off in intros. Kate will take notes of business meetings part at 11 am and 3:30 pm. Donna called in annual mtg summary; check the meeting minutes over the years and use what works.

https://docs.google.com/document/d/1tdopWunlaNQe_6fWQTzK9yqu8vZ_NU7jProU_e_W6-c/edit#heading=h.eaviyj4iqfh1

Reminder to the planning committee, we meet Monday at 3 pm EST.

c. Theme/Slogan Update – Donna Throckmorton

The last listening session is on Friday, Sept. 8. Donna asked to review the voting process – state reps get 3 votes which can be distributed as they see fit in order to represent their state's preferences. Cathy welcomed non-board members in the meeting to weigh in. Janet (OH), Jeni (WI), Sandy (KS), Kelly (NM), Kate (TN), Amelea (MT) and Adrienne (OK) all spoke in support of 3 votes. Beth (IN) spoke in opposition. Donna also asked if it would be possible to include input and voting for the slogan and theme on the CSLP survey; Katie Perkey says yes, but others said they prefer to get input from state reps.

d. Organizational Manual and [Policy Manual](#) – Amelea Kim

Amelea and Lysha have been updating the Org Manual and rearranged several things. The policy manual will be much shorter and just include the rules. The organizational manual will be much longer and discuss procedure and process. Trying to avoid getting too into the weeds and just focusing on outcomes, not fine details. Both documents are at a point for accepting general feedback. For the organizational manual they want to know if there are any pieces missing? It should help new members answering basic questions and a review of the organization of documents. The deadline for feedback should be the October board meeting. Board duties and procedures sections still need input to be ready for org manual inclusion. These are focused on board and CSLP transition information. Once this structure is in place, it will be easier for the committee chair transition section to come together. Thank you to Amelea and Lysha for their work on these documents.

e. ByLaw Changes for Proposal at Annual Meeting – Cathy Lancaster

Please have changes and comments on bylaw changes made by Friday so that it is available Monday before annual meeting. Any questions will be addressed via email from Cathy. Cathy hopes we can hear feedback from state reps about any changes, then vote on everything as a whole. Sandy asked about state reps giving any input and it being voted on and how input will be considered. Donna suggested we do an online vote with suggestions for changes allowed in voting ballot.

6. New Business - none

7. **Other business** – There is a new state representative from Delaware who will attend the Annual Meeting. Her name is Susan Elizabeth and she will be mentored by Jacqueline Hale for a short time.

8. Comments from guests – none

9. Next board meeting: **October 4, 2023** at 2:00 pm EST via ZOOM

The board moved to Executive Session at 3:21 pm EST

Beth moved to adjourn.