

Board Minutes

Wednesday, June 5, 2024

2:00 p.m. EST

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

1. Roll Call – Melissa Hooke
In attendance: Donna Throckmorton, Kate Smith, Lysha Thompson, Cathay Lancaster, Evan Bush, Erin Groth, Katie Perkey, Jasmine Rockwell, Susan LaPara, Angela Germany, Dawn Krause, Melissa Hooke, Alyssa Graybeal

2. Call to Order – Donna Throckmorton
Meeting called to order at 1:02 pm CST by Donna Throckmorton

3. Welcome Guests

4. Approval of the Consent Agenda
 - a. Board Retreat minutes – Lysha Thompson
 - b. May 2024 Board minutes – Lysha Thompson
 Cathy Lancaster moves to approve the consent agenda. Kate Smith seconds motion. Motion carries.

5. Executive Director Update – Dawn Krause
Great news on budget, currently crunching numbers and looking at a number of reports. Fulfillment tracking for TS3 invoices is in place which will help in reporting. Cash flow looks healthy for this time of year, \$643,000. September payment for fulfillment still coming up and will be around \$243,000. Raglan tee and two colors of hoodies will be added for next year. Year-round designs have sold well. Methodical's contract for 2025 is nearly complete. Methodical is working to secure an artist for 2026 due to Kaylanni's wish to withdraw. Performance evaluations with staff for the year have been completed. Still working on health benefits. Still working on accounting specialist job description. The FY25 budget is still a work in progress. Payroll is currently being worked on and is the last addition before the budget will be complete. FY23 reconciliation is nearly complete. Top slogans for 2027 have been sent to the attorney for vetting. Currently planning for ALA and trip to warehouse. No actual deadline to submit FY23 reconciliation. Lisa is working hard to complete. Dawn estimates end of summer completion. Congratulations to Dawn on her first year completed and a job well done.

6. Unfinished Business
 - a. Summary of Board Retreat – Donna Throckmorton
Long-term goals: Goals of 6 months of income in account; adding accounting specialist; adding searchable program manual; Promoting CSLP with presentations at conferences.
Short-term goals: update strategic plan; partnerships; adding an intranet platform for sharing documents; analyzing current committees and needs.
Kathy reminded of the importance of face-to-face time with board and staff members.
Deadline of end of year for intranet platform recommendation to board.
Transition document ready for annual meeting.

2024 Board Members

President	Donna Throckmorton
President-elect	Kate Greene Smith
Secretary	Lysha Thompson
Treasurer	Vacant
Past-President	Cathy Lancaster
At Large	Evan Michael Bush
At Large	Erin Groth
At Large	Katie Perkey
Vendor	Jasmine Rockwell
Membership	Susan La Para
Manual Liaison	Angela Germany
Executive Director	Dawn Krause
Administrator Manager	Melissa Hooke
Manual Managing Editor	Alyssa Graybeal

- Evan and committee – recommendation to board by next meeting
Analyze current committees – committee chairs will be involved. October deadline.
- b. Annual Meeting Travel Update – Dawn Krause
Email for Itilite has gone out. Those who need to buy tickets and be reimbursed, go ahead and do so.
Email with travel details has been sent. Seat selection may need to be done after ticket purchase.
7. New Business for discussion
- a. 2025 Budget Discussion – Dawn Krause
Should have the budget completed at the end of the week. Dawn will send Doodle Poll to schedule special meeting to approve the new budget.
 - b. Nominating/Leadership Committee – Cathy Lancaster
10 seats to fill. Cathy thanked the committee for working on the slate of officers. The Board has been able to review the slate of officers. Kate complimented the amount of volunteers willing to serve and the strong slate that has been put together.
Kate Smith motions to approve the slate of candidates. Motion is seconded by Evan Bush. Motion carries.
Treasurer position still has 1 ½ year left in term. Treasurer candidate will be introduced in July for approval by the board.
 - c. Graphics and products for 2026 and beyond – Jasmine Rockwell
2026 is also America 250. Jasmine is looking into possible products, downloadable graphics and is planning to hold listening sessions and a survey to receive input from membership.
8. Committee Business
- a. Theme/Slogan Committee Update – Sara White
Listening sessions were great. The slogan was narrowed to 20 or so possible and used ranked choice
to narrow to 10. With discussion, the choices were narrowed to a list of six.
The committee is currently working on the theme.
9. Review today's Action Items – Lysha Thompson
Dawn will schedule a special meeting to approve 2025 budget
10. Announcements & Other business
Alyssa update on manual process – almost to the point of sending to designers, likely by July. Usually a couple of months of back and forth but on track to be ready by the annual meeting. Methodical will be designing the manual.
11. Comments from guests
Janet Dwyer thanked all for kindness during surgery and treatment.
12. Adjournment - Next board meeting: **August 07**, at 2:00 pm EST via ZOOM
Motion to adjourn was made by Evan Bush. Meeting adjourned at 1:57 pm CST