

CSLP Board Minutes

September 04, 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

Melissa Hooke, Angela Germany, Lysha Thompson, Donna Throckmorton, Jasmine Rockwell, Kate Smith, Evan Bush, Matt McLain, Sue LaParo, Katie Perkey, Dawn Krause, Alyssa Graybeal

2. Call to Order – Donna Throckmorton called the meeting to order

at 1:04 pm CT – Welcome to Tabetha Barry, new accounting specialist.

3. Welcome Guests – Sharon Rawlins, Trisha Hutcherson, Rachel Milburn, Carrie Sanders, Barbara

Curry, Holly Kuhlmann, Kelly McCabe, Sharon Philli&ps, Holly Kuhlmann, Karen Liu. Anna Foote, Katelyn Patterson, Leticia Bulic

4. Approval of the Consent Agenda

a. August 2024 Board minutes – Lysha Thompson

Correct Tami Kruger spelling

Motion to approve by Kate Smith, with changes. Motion was second by Evan Bush. Motion carries.

b. Financial Report – Matt McLain

5. Executive Director Update – Dawn Krause

Formal director’s report will be added to folder. Thrilled to have Tabitha here and helping her on-board as can. The Foundation Group says all accounts receivable open are urgent and must be closed (open to 2017). This must be done for the 990. Hoping to have done by end of next week. Payment system will be in place before store opens. Store will be open by Oct. 2. Catalog is coming along, will not be in age group categories anymore. Hope to have catalog solidified by the end of next week. Tanna will be taking photos for missing product photos.

6. Unfinished Business

a. Annual Meeting Reflections

Formal evaluation will be sent out soon. Folder in Google drive for presentations. Sharon

2024 Board Members	
President	Donna Throckmorton
President-elect	Kate Greene Smith
Secretary	Lysha Thompson
Treasurer	Matt McLain
Past-President	Cathy Lancaster
At Large	Evan Michael Bush
At Large	Erin Groth
At Large	Katie Perkey
Vendor	Jasmine Rockwell
Membership	Susan La Paro
Manual Liaison	Angela Germany
Executive Director	Dawn Krause
Administrator Manager	Melissa Hooke
Manual Managing Editor	Alyssa Graybeal
Accounting Specialist	Tabetha Barry

shared the timing was perfect. Matt shared organization was well done and streamlined. Tabletalk conversations were appreciated. Matt is currently working on a letter to directors, encouraging them to allow employees to use work time to serve on CSLP committees. Evan will be doing a presentation at the upcoming directors meeting in Georgia regarding volunteering for a committee.

b. Summer Symposium – Thursday, Dec. 05 – Kate Smith

Planning for save the date going out soon.

c. Follow-up from Board Retreat Action Items

i. Return on Investment Letter update – Evan Bush

Evan hopes to have ready by the beginning of Oct. Considering sending out a survey to state reps for feedback on their top three values they receive from CSLP. Will look for data CSLP currently has.

ii. Transitions Document – Lysha and Sue by end of October.

iii. Analyze current CSLP committees – goal to complete by 10/31/24 – Donna would like to create a professional development committee. The committee would need a charge before forming. Matt suggested an ad hoc committee as a beginning. Kate Smith makes a motion to form an ad hoc professional development committee. Katie Perkey seconds the motion. Motions carries.

iv. Basecamp – goal to complete by 12/30/24

Kate expressed her appreciation for the program. Kate asked if there are tutorials and if onboarding is provided. There are live webinars for all aspects of onboarding. Approximately \$3500 per year subscription. Dawn is hopeful for January launch. Historical documents will be added over time.

7. New Business for Discussion

a. Methodikal Proposal for 2026 Work – Dawn

2026 artwork is beginning. Methodikal has met with the artist and will begin on the additional phases. Their contract has increased slightly, around \$50,000 with added time for manual layout. CSLP will pay the artist directly. No contracts in place with artists beyond 2026.

Jasmine – artwork committee is on different schedule than all other committees. The committee has co-chairs. Members of the committee are vetted for experience. Evan was on the committee and served as chair and also recommends continuing as has been in the past. Potential members fill out a questionnaire that is used in the choice of committee members. Evan also suggests the artwork committee (or maybe just co-chairs) be involved

in choosing the artists.

Dawn reported the co-chairs are working together on their responsibilities. She envisions them having input in the discussion of choosing an artist. They are also currently working out what the committee timeline should be. Will ask that the artwork committee co-chairs report at next month's meeting.

b. Matt – Treasurer's report

The 990 reports (FY2020 to date) are being completed for submission to IRS to get back to where the organization needs to be with non-profit status. Will have a more in-depth report next month. Katie asked what 6-month of expenses in savings would look like. Dawn shared goal initially would be \$500,000 but working up to \$1,000,000 over time.

8. Committee Business

a. NA

9. Review Action Items – Lysha Thompson

Finalize contract with Basecamp.

Ask Artwork Committee Co-chairs for report at the October or November meeting

Donna will ask membership committee to begin work on members of a professional development ad-hoc committee.

10. Announcements & Other

a. Welcome our new Accounting Specialist, Tabettha Barry.

b. Kate thanked everyone for care and concern for Chris after incident in Denver. Chris is doing well.

11. Comments from guests

Kelly asked the organizational updates to manual be shared with state reps so the information can be shared with front-line.

Karen shared she is required to submit information for approval before sending to listserve. Ideally one-month is needed to receive approval for information to be shared.

Melissa suggested save-the-date includes webpage link where Zoom link will live.

Melissa also asked for suggestions in updating listservs with new committee members.

Leticia shared she appreciated the meeting in Denver and the opportunity to learn for other state reps as a new member.

12. Adjournment by motion from Matt McLain at 2:07 pm CT

– Next Board Meeting: October 02, 2024, 2:00 pm EST