Meeting Summary

WSEMA Board Meeting
April 20, 2022 | 8:15-8:43

ATTENDANCE		
BOARD POSITION	**BOARD MEMBER**	**PRESENT Y/N**
President	Chandra Fox, CEM	Y
President-Elect	OPEN	
Past President	Kyle Bustad	Y
Secretary	Bev O'Dea	Y
Treasurer	Charma Anderson	Y
Public Sector	Vivian Eason	Y
Private Sector	Matthew Lieuallen	Y
East Side Rep	JoAnn Boggs	Y
West Side Rep	Cindy Stanley	Y
Tribal Rep	Arick Burnett	Y

MINUTES	ACTION ITEMS
Item	**Action**
Welcome and Introductions Chandra Fox, President, opened the meeting. ***Approval of Last Minutes*** March 16th Minutes were previously distributed for review. A motion was made by Cindy to approve the Minutes as distributed; seconded by Charma. Motion carried - March 16, 2022 Minutes approved. Agenda for April 20, 2022 meeting reviewed. The meeting occurred in person during the Annual Retreat at Clearwater Casino Resort. During the Board Retreat, Board Members ○ Toured the facility for the conference to determine how the conference will be laid out; ○ Formulated the conference agenda (draft); ○ Began development of a formal budget for the conference;	

MINUTES	ACTION ITEMS
Item	**Action**
○ Began development of an annual budget, which will be distributed to the General Membership Meeting (September); ○ Worked on elements of the WSEMA Strategic Plan; and ○ Developed the Association's SOPs, which contained job descriptions for the various Board positions. Considerable time was spent on the review of the WSEMA's Standard Operating Procedures. Those edits have been incorporated into the document, which will be formatted and finalized by Chandra. Once completed, they will be distributed to Board Members for final review, and then posted to the WSEMA website. **Next Topic Discussed: Financial** Charma gave a brief overview of the Association budget, indicating that we were fiscally sound. Development of Financial Taskforce: Charma indicated that she will most likely not run for another term with WSEMA. Discussion ensued concerning the tasks associated with the Treasurer position (outlined in the SOPs). It was determined that a taskforce should be developed to assist Charma in developing a financial plan for WSEMA and the conference. (The WSEMA Association budget will be presented at the Annual Meeting.) Kyle, Arick and JoAnn will work with Charma to develop a Financial Plan. Charma will reach out to everyone to establish dates for the financial team to meet. The Code of Conduct for banking/financial matters was briefly discussed, as were the existing bank account. Charma expressed concern over the fact that she was the only signatory on the account at present. On motion made (Arick) and seconded (Cindy), the Board elected to add Chandra Fox and Kyle Bustad - President and Past President, as signatories on the WSEMA bank accounts, currently at Chase. Charma confirmed that the Association does carry Director's and Officer's Errors and Omissions Insurance through Liberty Mutual. Charma confirmed that the SOS Annual Report was recently completed. **Next Topic Discussed: Scholarship Program** The Scholarship provided by WSEMA was discussed, with various recommendations made for its distribution. JoAnn, Cindy, and Bev volunteered to sit on a taskforce to develop some ideas for their use, and will present those ideas back to the Board for their consideration and vote for this year's distribution. **Travel Cost Reimbursements for Retreat:** Matthew made a motion to cover the travel costs for Board Members to attend the retreat. Vivian seconded the motion. Mileage, per diem, and travel for the	Chandra will complete the formatting and edits from the Board. Once completed, they will be sent out for final review and thereafter, posted on Website. Charma will help coordinate getting Chandra and Kyle as signatories on the bank accounts.

MINUTES	ACTION ITEMS
Item	**Action**
timeframe of the conference will be reimbursed; Board Members should submit their receipts to Charma, who will issue reimbursements. **Next Topic Discussed: Records retention** Discussion ensued concerning the various WSEMA records housed by Board Members, and the need to centralize the documents for ease of records retention and maintenance. The Board has elected to explore some type of platform on which all Board Members (both current and future) will maintain the official records of the Association. Chandra will ask one of her co-workers (who is tech savvy) for potential options, and will present those back to the Board. Board members will also explore other options that they are aware of to help identify an acceptable platform. The intent is to report back on potential options as soon as possible, and at the next Board Meeting, elect the platform to utilize. **Next Topic Discussed**: **2022 Conference** Chandra again commended the level of effort and work Cindy and JoAnn have put into the conference to date. A separate meeting after the Board Meeting was held to address conference matters, published under the Retreat Meeting Minutes. ***Next Meeting:*** The next meeting is scheduled for May 18th at 4:00 p.m. instead of 4:30 to allow for extra time to address conference issues. ***Adjourn:*** There being no further business, the meeting was adjourned at 8:43 a.m. by Chandra Fox. Minutes completed by: Bev O'Dea.	Chandra will check with her co-worker to get recommendations on potential platforms to utilize. Other board members are also encouraged to help identify options and distribute the information to the remaining members. **Action Items Remaining from 3/16/22 meeting:** Board: Determine option of partial day rates. Board: Identify theme for Wednesday night social.