

Minutes of the Board Meeting - July 11, 2023

1. Welcome and Attendees

Present: Richard, Wouter, Tom, Milko, Petra, Ben, PJ
Apologies: Ester

2. Board Minutes of June 6, 2023, approved

3. Welcome to the new board members - Richard, Wouter and Tom

4. New Board Structure

President: Ben nominated PJ, and this was seconded by Petra.

Treasurer: Petra nominated Ben, and this was seconded by PJ.

Secretary: PJ nominated Wouter, and this was seconded by Petra.

- President: PJ proposed that the president be changed out on a yearly basis so that there is always a cycle where people don't term out holding one of the above positions. This will keep continuity and there will be a turnover of ownership.
- Treasurer: Even though most of the activities are done online, it makes sense to have a treasurer within the US to manage anything that needs to be done in person. Ben to put together a budget with expected income and expenses.
- Secretary: This covers the governance of the board.
- The board agreed to continue with 8 members but keep the option to appoint a 9th seat if necessary. With 8 members, in the event of a tie vote, the President, or Secretary in absence of the President would cast the tie breaking vote.
- Wouter, as secretary, to review the bylaws to see if these need to be updated to accommodate the decisions made in this board meeting.
- Vice President: It was decided to not have a VP. If PJ is not available for a meeting, Wouter can step in.
- Board Meetings: Ben proposed that we only have 6 meetings a year and that more work gets done between meetings. Two of these meetings can be held in person - in the spring (at the conference) and possibly in the fall.
- Further discussions led by PJ on how the board will run operations e.g., the same as previously or along different lines. At this point, committee members and/or leads will be appointed.
- Ben proposed that we change the cadence of board meetings to be sent to the board in a new thread for discussion. In-person board strategy meetings to be reviewed in line with affordability/budget taken into account.
- Outstanding subscriptions to be paid month-to-month on current card until the new card(s) and details are available to set up auto-pay.

5. New Membership

- Lisa to contact the members with duplicate email addresses to get their preferences and remove the one to not be used.

6. 2024 Conference - Puerto Rico

The Fairmont was ruled out as it is too isolated.

The Marriott has the best location and better dates, but there are some questions with the conference facilities. Lisa to contact the hotel to get more information:

- Use the same room for morning and afternoon sessions, with staff changing the layout during lunch.

- Number of covers in the restaurant and other meal options.
- Layout of the foyer for exhibitor tables.
- The possibility of an espresso bar.
- Lisa to start an email chain with all board members with all relevant information. Also, to be discussed with the board is the subsidization of hotel rooms.
- Sponsorship opportunities to be reviewed.

7. Action List

Board members to review and edit as this will be the working document for the conference.

8. G Suite and Google Drive

Milko and Lisa to make sure that the new board members have access.

9. Next Meeting

TBD