

## MINUTES OF BOARD OF DIRECTORS MEETING

### Conference Call

Wednesday, March 11, 2020

Board President Harry Huntley called the meeting to order shortly after 2:00 P.M. EDST.

Present: President Harry Huntley, Vice President, Dennis Reilly, Past President Donna Murr, Treasurer Don Templeton, Secretary Rebecca Floyd and Directors Corinne Johnson, Barry Fick, Mark Heller and Carol Johnson.

#### **1. Operations Director Position**

Harry referenced Nichole's most recent Operations Director ("OD") contract he provided through email to the group. Harry said he thinks the NAHEFFA Board should now have a much better idea of the types of functions and responsibilities Nichole was handling. He mentioned the virtual office and website, maintaining the membership directory, marketing materials, etc. Harry believes while these duties can stay with the OD, that the committee chairs need to remain much more engaged.

Regarding advocacy correspondence to the membership, in order to maintain timely correspondence, Chuck Samuels started to handle all email correspondence to the NAHEFFA membership and he has indicated he would be fine continuing to manage these himself going forward. The Board agreed that made sense, and this particular function should be removed from the responsibility of the new OD.

Mark asked if we really need an OD. Dennis responded that his office has done a lot of work on the website, general operations and conference registrations/sponsorships, and Stephanie in his office has and continues to put in a lot of hours per week handling NAHEFFA duties. Dennis stated he felt it is too much ongoing work to continue to provide indefinitely, and recommends hiring a new OD. Dennis said when Nichole was at full speed she was handling many responsibilities freeing up the membership to focus on their own work, as well as their committee work and that he believes we do need to move forward with finding a new OD. Donna and Corinne reiterated Dennis' comments noting how much work just a few people were doing years ago before the OD position was filled, and that the individuals doing the heavy lifting experienced significant burn-out. They said they could not see reversion to that model working again for any extended period.

Dennis said now that the website has been cleaned up and updated his office could continue to maintain those duties. Harry said that would probably work well for the two years Dennis will serve as President, but did not want to see his Authority assume those responsibilities indefinitely.

Harry said he thinks committee chairs should still develop content for their committees, programs, etc. and that generally those are the appropriate functions of the committees.

Surveys, announcements, group questions: Harry stated his belief that those and responses thereto should be channeled through the OD as a centralized distribution responsibility and others agreed.

Dennis offered to spearhead organization of the OD search committee and suggested Maribeth as a possible chair for the committee. He said he is interested in the Board's thoughts on how to post the job description.

Corinne said she thinks it's a good idea to share it through the authority membership to share with present and past personnel to at least try and identify someone who is already familiar with the organization and its purposes.

Harry asked how we identified Nichole last time; Dennis responded the search committee had narrowed it down to a small handful of individuals through the search process, and then selected Nichole after an interview process. Donna said somehow word got through to Nichole through some other channel, and she contacted NAHEFFA and emerged in the interview process as the best candidate.

## **2. Spring Conference**

Harry asked Corinne to provide an update on the spring conference: Corinne reported the conference is in great shape, that the agenda is set, speakers and moderators are lined up, Compromise House is reserved and that generally the conference is ready to go.

Harry then turned to the Coronavirus as the topic and game changer of the moment; a lot of companies are instituting travel bans, he mentioned his son's employer Wells Fargo has issued a no flying edict. He advised he has talked to the hotel and they are not going to mandate we hold the 70 room block.

Harry identified options: We go ahead with the conference and expect to experience some cancellations; or, we cancel – and deal with those ramifications. He shared his belief that it is premature to cancel at this time.

Dennis said yes we should be discussing, but agrees it is too early to cancel. He reported he had received cancellations from some key speakers for his state conference that was scheduled for next week, and decided to go ahead and cancel the conference based on speaker and registrant cancellations.

Dennis stated that it is likely that we will start to see the same pattern with NAHEFFA speakers. Harry acknowledged his agreement that speaker and registrant cancellations could become a big issue but still thinks it's too early to call the conference though. The Board agreed it is premature.

The group started discussing return of sponsorship and registration fees and cancellation mitigation strategies if we pursue canceling of the spring conference.

Harry said as speakers cancel, let Corinne know. We should have much better information in a few weeks, and suggested convening the group again to discuss on the March 26 Conference Committee call. Corinne and others agreed to the plan.

### **3. Financials**

Steve speaking for Don noted that they have the fall income of \$31,901 ties out to net income for Portland ME, noting it will tie out similarly from here on forward.

Harry said the sponsorship fees are divided into ½ spring ½ fall then any local sponsorship revenue is added in.

Steve explained the \$40,300 is all sponsors and registration, essentially just the revenue.

Dennis and Harry thanked Steve for his work. Steve thanked Dennis for introducing them to Job Form.

Harry asked if anyone had any additional business for the Board; hearing no additional items to discuss, Harry adjourned the meeting at 2:10 EDST.

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Rebecca E. Floyd

Secretary