**USTCC Board Meeting Minutes - FINAL**

**Sunday, February 21st, 2021 8 p.m. EST**

**Zoom Meeting**

Attending Board Members: Sheila Bassoppo-Moyo, Terry Crews, Toni Dixon, Trish Gonzales, Kate McKee, Denise Murray, Julie Oberhaus, Johnny Packard, Donnie Polling

Invited Guest: [Nina Zeldin](mailto:nina@healthyacadia.org)

Date and Time: Sunday, February 21st, 2020 8:00 – 9:00 p.m. (EST)

1. Quorum confirmed; Eight of nine members present. Note: It takes 1/3 of the board membership to reach quorum. Meeting called to order 8:08 PM EST.
2. Welcome and Opening Comments (Johnny)

Johnny welcomed Nina Zeldin who is running for her first term as a USTCC Board member. Nina will depart our Zoom meeting prior to the Annual Election.

1. Approval of Minutes from November 8th & December 13th, 2020, January 24th & 31st, 2021 (4 sets)

Motion made by Denise and seconded by Julie. 8-0-0. (Donnie was late)

1. Treasurer’s Report (Donnie) This was initially tabled as Donnie’s internet connection was problematic. He provided his report later in the meeting. He expressed his surprise that we did pretty well last year despite the pandemic. Revenues dropped, but only about 12%. We have about $114K in the bank and our expenses have been stable. That of course will change as we move forward with plans to improve the website. Donnie added that we can afford to extend the Covid extension if we need to.

Committee and Coordinator Reports:

1. Member Care  (Terry and Toni)

We chose the Merriweather font. Everyone seems to like it. We have some expired members that we are examining to ensure the system didn’t boot them out accidentally. Terry reported that we have 648 Active members. We are still very involved in the efforts to reskin or replace our current website. More on that later.

1. Scholarship Fundraising/Workshop Update (Denise)

Denise reported that without an in-person Annual Workshop, there was nothing to report. Johnny noted that as we get closer to the Virtual Annual Workshop, we should think creatively about how to raise money for scholarships virtually.

1. Scholarship Committee (Julie and Kate)

Scholarship winners can choose between attending the Virtual DPL Annual Workshop or holding off until there is an in person weeklong workshop. It was agreed to move forward with payment to TCHI. Becky and team will work with the winners to make their choices. Julie added that the 2022 is being planned. Becky will keep us advised.

1. Research (Trish)

The committee hasn’t met since our last meeting. Beverly has not responded.to repeated efforts by Trish to contact her. Trish noted that 181 members responded to the survey, that’s about 26%, which is very good. There are other members of the Research committee.

1. Professional Development Virtual Event Series Update (Denise and Kate)

Plans are in place. A panel discussion is planned. More information will be provided soon.

Old Business:

1. Annual Election: Q&A for Candidates

Nina advised that she is very happy to join USTCC.ORG. She then departed the Zoom meeting.

We all agreed that having help from other members is critical to our success. Planning is key. The group had no questions for the candidates. Please vote as soon as possible.

1. Newsletter (Johnny)

Johnny noted that he hopes to bring someone on in the Spring to take over the Newsletter duties. 5 Submissions, Johnny has one questionable article that he will circulate to the board for review and response. It will be the same format as the last one. Terry noted that the new website should be more flexible with the newsletter format.

1. Support for a Virtual Annual Workshop

The scholarship winners will have the option to use their award on the Weeklong Virtual Workshop. We will transmit funds to TCHI as we normally would – pay TCHI for the 5 this year. The registration for the weeklong has been published by Dr. Lam. Denise suggested holding our town hall before the weeklong. Johnny said that we will provide one of the morning assemblies, and we can introduce the scholars. The only concern is not to upstage Dr. Lam. Terry wanted to combine a community meeting with a town hall like we did last year. Julie said they can publicize the date of our town hall as part of the weeklong. And have the scholarship apps ready to go when we launch the new website. We will discuss more in May.

Johnny announced a 3-minute break, then we’ll have Donnie’s Treasurer's report. See Item #4 above.

New Business:

1. Other New Business (Open to floor)

Should USTCC.ORG reimburse Board members up to $600 for Board members to attend the 2021 Virtual Workshop? Discussion ensued. Action Item: Johnny to look into the legality issue. This fits in with our current policy the only difference is that it is virtual. Members may have a hard time attending the June Workshop without the financial assistance. This is an existential crisis that we can’t meet successfully without being in contact with our membership. This is tabled for now.

1. Website Reskin Proposal and Contract Review

We had a lengthy discission. Terry walked us through the options for the front end and the back end. Guy was able to reformat the backend proposal into two phases so that we could take care of the most important things first and then reassess if we really need the rest. Both of the Options are across all platforms. Easy for another developer to pick this up and run with it. We need to ensure that we pay attention of our users and make it easy for them to find things quickly, e.g., static menu bar. Option A gives us more flexibility and does not require lots of coding.

Zendesk is a program that could help us manage the customer care work with members who would essentially open a ticket for each issue. We would be able to track the MemberCare workload more easily and be able to improve reporting to the board. This software will work with either Option and would be considered for funding in the future.

Johnny noted that according to our bylaws, we should have invested $60K on our website by now. So, $14,500 is not much in comparison.

Motion by Terry: To fund a contract with WTG, not to exceed $14,500, for the Phase 1 Backend work, and the Option A Front end, to be delivered by June 1, 2021. Second by Denise. 9-0-0.

1. Covid Discussion.

We will table the decision to extend Covid relief until our May 2, 2021 meeting. We will have more information by then about what to expect.

Meeting adjourned @9:53 EST

Motion Kate

Second Denise

9-0-0.

1. 2021 Scheduled Meeting Dates: May 2nd, June 7th (tentative), August 8th, November 14th
2. Action Items

* Julie took an Action Item to try to contact Beverly Roberts.
* Denise took an Action Item to send a Professional Development

Description / outline via e-mail shortly.

* Johnny took an Action Item to email a Survey monkey for voting after the meeting.
* Johnny took an Action Item for the May Board Meeting to propose a paid position for the newsletter