

**STAND EXECUTIVE BOARD MEETING**  
**October 23, 2020**  
**9:00 – 11:00??**  
RECAP

- I. Meeting Called to Order by President Adrienne Spiegelman
  
- II. Review and approve minutes – no notes from last meeting  
ACTION ITEM – **Jaime** to take notes for next meeting

**REPORTS**

- I. President
  - Still need a STAND secretary – verified that this need was highlighted on newsletter  
ACTION ITEM – **Jaime** to take notes for next meeting
  - Update “STAND Up for Learning” information document and new form
    - How to promote the program?? – Plan to embed SNIP with SUFL info into email
  - Where can we store and share STAND documentation so all board members can access it? We will use storage in GMAIL account
  - ACTION ITEM – **Eric** to create generic folders for each board position and for additional items/topics as needed on GMAIL site storage; he will also share access information with all board members. EACH BOARD MEMBER IS RESPONSIBLE FOR MAINTENANCE OF THE FOLDER ASSOCIATED WITH THEIR ROLE ON THE BOARD.
  - STAND website – Discussion about updating several items led to consideration of owning our own site.  
ACTION ITEM – **Eric** to check out options for creating and managing our own website
  
- II. Membership
  - Current Membership Numbers – 57 Invoices sent, 21 still outstanding  
ACTION ITEM – **Kim** to update the invoicing spreadsheet listing paid members and unpaid members. Will distribute by December meeting.
  - September Meeting Number – Did anyone count the participants?  
ACTION ITEM – **Allison** to send list of participants from September meeting
  - New Members – ??
    - Should we have a welcome letter for new members? Yes  
ACTION ITEM – **ALL BOARD MEMBERS** will submit their thoughts on what should be included in this packet to Jaime.  
ACTION ITEM - **Jaime** will receive suggestions from board for contents of welcome package for new members and be prepared to discuss 1<sup>st</sup> quarter 2021.
    - Should we begin to give welcome gifts again?

ACTION ITEM – Ade to investigate a return to **annual gifts for paid members?** to be discussed in December Board Meeting – gifts to be part of Trainers Toolkit – scented markers?

ACTION ITEM – Eric and Jaime to meet next week using historic membership documents to discuss process of membership management.

ACTION ITEM – Kim and Jaime to meet next week to share/coordinate membership information with invoicing information.

- What is the name of the website that lists State employees and their positions?

ACTION ITEM – Ade to investigate access to this list for next Board Meeting

- Action Items – Where to keep membership applications? They will be maintained in STAND GMAIL account storage.

### III. Program

- September Meeting – Jaime
  - a. Highlights – Fantastic!!!!
  - b. Lessons Learned – Should we have meetings on Zoom when the world returns to normal?
- November Meeting – Sarah will be presenting the Tireless Trainer
  - ACTION ITEM – Kim to send Sarah a check to reimburse for registration cost.
  - ACTION ITEM - Presenters checklist? What do we need them to share? ALL to send their suggestions to Allison?

### IV. Communications

- Newsletter – Need synopsis of November meeting
  - ACTION ITEM - think it was Allison? sending to him?
- Gmail activity
- Action items – work with Jaime to reach out for members????
  - ACTION ITEM - Jaime to reach out to Eric to schedule meeting

### V. Secretary

- Action Items – GET ONE!!!

### VI. Treasurer

- Current Account Balance – Bank statement– Checking = \$1885.58  
Savings = \$3003.64 (.02 interest)
  - ACTION ITEM – Kim to move all but \$500.00 from checking account to savings account. This is the new standard for account maintenance and will show on monthly bank statement stored in GMAIL storage.
- Square payments? (2 members have paid with check)
- Membership invoicing – How many members have paid? 18 memberships have been paid to date. Are they seeing the invoices? Not sure
  - ACTION ITEM – Kim to investigate ability to add read receipt to invoice emails – report back at December meeting

ACTION ITEM – Kim to check on date payment for tax is due to State of Delaware – report back at December meeting

ACTION ITEM – Kim to check on when payment to maintain EIN is due to Corporations – report back at December meeting

ACTION ITEM – Kim to update color coded spreadsheet of members to invoice and indicate PAID members VS unpaid. This will become a monthly upload to the GMAIL storage site.

ACTION ITEM – Kim to investigate Square for follow-up emails – Thank you for paid members, Offer to assist for unpaid members.