

SUUSI Board Minutes
3/28/15

Present at the meeting: Pinkie Bergmann (President), Rachel Osborn, Molly Lazar, Steve Greenberg (Risk Manager), Louie Whitfield, Michael Tino (Director), Ellie Brown (Senior Youth), Cameron Allen (Junior Youth), Rebecca Wald, Derrick Peavy (Treasurer), Amy Davis, Jay Camp. Absent: Tracy Sprowls-Jenks (Secretary), Martha Shore (Vice President), Lindsay Bennett-Jacobs (Director Emeritus).

Pinkie called the meeting to order at 9:10am and we had our check-in.

Rebecca moved that we accept the fall minutes and the spring conference call minutes, and Rachel seconded. The motion passed by acclamation. The winter conference call minutes do not seem to exist – we're not sure who took them, since Tracy wasn't on that call.

Michael Tino gave the director's report, which largely focused on transition issues involved in having SUUSI at Virginia Tech in 2015. Virginia Tech has been fairly non-responsive to communications from SUUSI. We don't yet have a contract, although we do have a written agreement that SUUSI will be held there. Molly volunteered to go to Tech in person, with Peter (Lazar), to see if face-to-face communications produce better results. Our biggest challenges are going to be going back to a non-AC SUUSI (AC will probably only be available for people with medical needs) and dealing with the staff reductions which were necessary to get the budget down to a responsible level. Good news: most of the people who were due an AC refund from 2014 decided to donate it to SUUSI. Of the \$14,000 in refunds we offered, only \$2600 has been claimed.

Many SUUSI people are very uncomfortable with change and have been making their opinions known in a non-helpful manner. We discussed the continuing problem of SUUSI participants treating host college staff poorly. Michael and Pinkie will try to address this issue at Ingathering this year.

The Virginia Tech campus is more spread out than Radford, and transportation may pose challenges. Molly suggested that we might be able to get permission to travel on campus transit for free with our SUUSI name badges. Michael will ask Ken about that. We would be willing to pay a small fee to have that convenience option.

Rebecca asked whether we are going to have a forum or town meeting about moving SUUSI in the future? One possibility would be to ask Bill Gupton to present about changes and moves that SUUSI has gone through in the past, and to refocus participants on core aspects of our community. Michael wants to make sure that we're not going to open ourselves up to a laundry list of demands for particular amenities etc. He hopes that by SUUSI 2015 we will know where we are going in 2016.

Derrick Peavy gave the Treasurer's report. Please refer to the year-end report that Derrick circulated. In summary: "We have money, we're good, the year wasn't too bad." Derrick did note that there are a lot of places where we could contain costs better. Our net expenses increased by \$45,000 between 2013 and 2014. For example, the cost of core staff and board meetings have gone up considerably – core staff

meeting expenses doubled between 2012 and 2014. There was general agreement that all SUUSI departments should look for places to reduce costs, and that, particularly, meeting expenses could be reduced by choosing meeting dates well in advance, looking for cheaper places to meet, and saving money by cooking more meals and utilizing homestays.

Derrick raised the question of our \$1000 CitiBank rebate, which we previously had decided should go toward the endowment fund. Rebecca moved that we not put the CitiBank \$1000 rebate into the endowment fund, given that our operating budget is in deficit. Jay seconded the motion, which was approved by acclamation. Rachel moved to transfer our usual \$5000 from the Board discretionary fund to the SUUSIship fund. Amy seconded the motion. It was approved by acclamation.

Michael presented the proposed budget. Registration rates are increasing substantially for adults and slightly for youth, but total per-individual costs of registration + housing will only increase by approximately \$30. The budget is based on an assumed attendance of 1000, which is 80% of the SUUSI attendance in 2014. Staffs in a number of departments have been decreased, although some of them will increase again if there are increases in registration beyond what is expected. Housing costs used to include some extra charges over the fees imposed by the host university, which were used to support programming. Michael has readjusted fees this year so that the housing charge for participants is as close as possible to the actual fees charged by Tech. This way, SUUSI will not lose any programming support if participants choose to stay on hotels rather than non-AC campus housing. Michael also noted that SUUSI has been subsidizing nature trips by approximately \$30,000-\$45,000 per year. No one expects the nature program to be entirely self-supporting, but Michael has asked them to raise their fees somewhat. (There have been no increases in nature trip fees for several years.)

Amy moved that we approve the budget as presented. Rebecca seconded the motion, which was approved by acclamation.

Break for lunch 12:18pm. Reconvene 1:01pm.

We are going forward with our recently developed policy to require prospective staff members to disclose any convictions or founded accusations related to child abuse, child endangerment, and financial mismanagement. These requirements should apply to Board members as well. Existing Board members were required to answer those questions as part of our application for Directors & Officers Insurance. The Nominating Committee and Elections Committee will make prospective Board members aware that, if appointed/elected, they will need to answer these.

Pinkie presented the recommendations of the Policy and Bylaws committee. The wording of the proposed changes was circulated in a separate document. The proposed smoking policy will be amended to say that smoking and electronic cigarette use will not be allowed indoors at all. (The proposed policy had said that smoking was forbidden at indoor workshops and meetings.) Jay moved that we accept the amended policy. Derrick seconded the motion, and it was approved by acclamation.

Alcohol policy changes: we have determined that we do need a license for alcohol workshops to be in compliance with the law. Initial investigations suggest that a banquet license is what we need, but Amy

is going to contact the ABC and see what they have to say about our specific programming. License requirements state that the licensee must be on the premises where alcohol is served, and must be sober. We may be able to group alcohol workshops in the same location and have one person (probably Michael Tino) be the licensee and the person who supervises pour sizes. Steve warns that our liability risks may increase substantially if we increase the extent to which SUUSI controls these workshops, and he also pointed out that licensure does not reduce our liability risk. Molly pointed out that we will need to change our alcohol workshops substantially to be in compliance with Virginia state alcohol policies. We agreed to table the proposed changes until Amy gets more information.

Steve proposed that we consider separating SUUSI into two separate incorporations, one which is in charge of running SUUSI and one which is in charge of holding SUUSI's assets. That would better shelter our assets from potential lawsuits. Derrick will look into this as a possibility for calendar year 2016, and will also investigate whether we would be better served by incorporating in a different state.

There was considerable discussion of policies related to dependent adults. Our policy refers only to adults who are legally of dependent status; for example, in guardianship or conservatorship. Addressing policies to this group will not affect those adults who are of limited capacity but have not had that status legally determined. Rebecca will e-mail Wilson and ask him to include the following in SOLIS: "Is anyone in your family group an adult who would have difficulty functioning independently at SUUSI?" Check yes or no. If yes, "Please provide a brief explanation of the situation." Then we can contact those families directly to discuss issues of appropriate supervision. Pinkie will begin to draft a letter based on our standards for supervision of youth.

We decided that the bylaws should be adjusted to state that the SUUSI program year will end at the close of scheduled programming for that year. Because this is a bylaws change, it could not be voted on now. The bylaws and policy committee will develop wording for the change and circulate it 30 days before SUUSI, so that it can be voted on there.

We discussed proposed changes to the endowment policy. Derrick will check with Danielle Gladd to see if she still has time to consult on the endowment fund. If she doesn't, he will ask the Endowment Committee who they'd like us to appoint. There was clarifying discussion about the importance of the Board controlling how endowment fund monies are spent and whether unrestricted donations go to the endowment or not. Jay moved that we approve changes to the endowment policy as listed. Louie seconded the motion, which passed by acclamation.

Derrick suggested that we amend the endowment policy to give the endowment fund the ability to nominate the endowment fund consultant, subject to approval by the board. Jay moved, and Louie seconded, that point 7 of the endowment policy be amended to say that "To further the goal of point 6 above, the Board may appoint an endowment consultant, nominated by the endowment committee..." The motion was approved by acclamation.

We decided not to discuss coming into compliance with the Eastern district's requirements to be listed in their programming. Then we discussed it anyway. We agreed that many of the requests are things we already do in practice, and that others are not applicable because of SUUSI's unique circumstances. Because our child abuse reporting requirements go through the minister of the day, there are applicable ministerial requirements for reporting certain incidents to a person's home minister. Michael Tino will check over our harassment policy to make sure that it's consistent with these requirements.

Committee reports:

The SUUSIships committee will work on creating priority guidelines for decision process. For example, we discussed whether teenaged children of full-time staff members should be expected to seek staff positions rather than get full SUUSIships.

Ellie reported from the nominating committee. Phil Sterner has agreed to be our non-Board member. Russ Taddeo Marie Steele, and Kim Breivogel were suggested as possibilities.

Jay reported on Leadership Development. This is a new committee that still needs direction.

Site Selection committee: Louie recommends that we reconceptualize the site selection committee entirely. Pinkie points out that the details of the site selection committee aren't specified in the bylaws, so we can reconceptualize it at will. There was discussion about which aspects of site selection are a Board responsibility vs. responsibilities that can be shared by non-Board SUUSI people. Michael noted that three current options seem reasonable for 2016: Clemson, Western Carolina, and Furman.

The Board decided that it makes conceptual sense to have one committee handle contract negotiations and site selection. We created one bifurcated committee to include the director, the board president, the nature director or their designate from among the core staff, the registrar, and an additional person to be selected by the board who has knowledge of the budget and contract negotiation skills. Additional people can be added to this committee at the discretion of the Board. The director, Board president, and registrar may designate someone to take their place, subject to approval of the Board. Site selection responsibilities will be shared by the director, board president, core staff representative, and registrar. Contract negotiations responsibilities will be shared by the director, board president, and fifth committee member. Louie moved that we create this committee, Jay seconded the motion, and it was approved by acclamation.

Loose ends:

Derrick reported that our service mark application for the SUUSI sun logo was rejected because we didn't submit proof of the logo being used in a commercial context. We have resubmitted the application with appropriate documentation. We will require artists who want to use the sun logo to include the R-symbol for registered trademark.

Harassment training video: Amy does not have an update on this. Ellie is willing to assist with this project. Amy will check into preexisting videos available which we may be able to adopt.

Child check-out policy: Cameron presented data on child supervision requirements according to Virginia law in different jurisdictions. Cameron and Ellie report that the youth strongly want the ability to check themselves out alone, both at lunchtime and at the end of youth programming. There was wide agreement that youth and middlers don't perceive checkout as requiring that they go directly to their parents, but instead check themselves out to hang out and have some freedom. It was pointed out that the VT campus is much larger and will have many additional groups on campus, so perhaps we need to reconsider 9 and 10-year-olds checking out for lunch. However, since the catalog has already been published with different information, we adopted the following plan: In the 2015 SUUSI year, 9s and 10-year-olds will be allowed to check out for lunch only. The Director and Youth Representative are tasked with having conversations with the 8-10 year olds at SUUSI about their concerns and the factors that went into our decision. The mandatory youth meeting will remind parents that their 9 and 10-year-olds may not be ready for self checkout and that VT is a different environment from what many are used to. Rebecca moved that we accept this practice, Rachel seconded the motion, and it was approved by acclamation.

Rebecca is willing to work with Bill Neely on developing the right relations committee.

We are going to ask TWOB staff to require both a name badge and a TWOB ticket for admission

Dates for SUUSI 2016: Our first priority week is July 17-23. Second priority is the week of July 10-16. Pinkie made this motion, Jay seconded, and it was approved by acclamation. We will set the final dates when we have a site.

Pinkie gaveled the meeting to a close at 4:40pm.