



## 7/14/18 SUUSI Board Meeting Notes

APPROVED 7-20-18

### **Board Members present: QUORUM ACHIEVED (majority of 11 voting members)**

\*Annsley Atkin, SUUSI Director  
Cameron Allen (elected 2016)  
Seth Berkeley (appointed 2016)  
Kim Breivogel, Secretary (appointed 2015)  
Jay Camp, Board President (appointed 2017- 2<sup>nd</sup> term)  
Chase Doctor, Senior Youth Rep (elected 2016)  
Cate Farrell, Junior Youth Rep (elected 2017)  
Wilson Farrell (elected 2017)  
\*Steve Greenberg, Risk-manager  
Paul Langrock (elected 2015)  
Bill Neeley (appointed 2016), left 3 pm  
Derrick Peavey, Treasurer (appointed 2014)  
Kimi Riegel (appointed 2017)  
\*Jennifer Sanders, Director elect

### **Board Members Absent:**

Mara Beaton (appointed 2016)

### **\*Indicates non-voting members**

**Opening:** Following a brief check-in, Jay called the meeting at WCU Balsam lounge room 205 to order at 1:09 pm.

**Approval of previous meetings minutes:** Draft meeting minutes from 1/27/18 were approved with no discussion (Bill moved/Seth seconded).

**Director's report (Annsley):** All is well. Updates are below:

- An issue with key cards has been addressed.
- Early arrivals (EAs) have been reduced with notable cost savings.
- The volunteer system is being updated as there is a general perception that EA volunteering is optional.
- Key locations are essentially the same as last year.
- Newcomer's tours and Speed Socializing events will give out "I ♥SUUSI" pins.
- Report signs go up tomorrow- these list people to contact if a participant has an issue to report.
- Each dorm has a designated WCU Conference Assistant. One will be on call at all times.
- Lock out phone numbers are posted outside dorm doors.

- NEW CORE STAFFERS for 2019: Maia Wells- Youth, Jan Taddeo- Denominational & Mindy Simmons- Nightlife
- 1115 is the projected participant total with 1083 registered at present (budget is based on 1100)
- Budget is in good shape. A few overages should be balanced out by cost savings elsewhere.
- A \$27,000 cost savings is projected if adjusted dining hall numbers are accepted by WCU. Jenni is gathering actual data and will report back later on this.
- Annsley requested that the Board make plans to assume responsibility for the following, beginning with SUUSI 2019:
  - Enter Board events into SOLIS (meetings, forum, etc.)
  - Create month-by-month Board timeline
  - Manage hiring of Board staff in SOLIS
  - Manage EAs in SOLIS
  - She also requested that we formalize procedures for reviewing and signing contracts.

**Treasurers report (Derrick):** Derrick sent budget notes via email 7/12/18 (see attached). PayPal reimbursements are helping to eliminate checks. Switching from Wells Fargo to another bank was discussed due to fees. A national bank with ATM access is desired. Bill moved/Kimi seconded that the Board authorize Derrick to switch SUUSI funds to another bank. This passed with one abstention (Derrick). Derrick requested that Board members contact him with feedback regarding banks.

#### **Committee Reports:**

**ELECTIONS (Kim):** The Adult Candidate Forum has been set for Wednesday at 5:15-6:15. This was published in the Confirmation and Arrival NUUS and will be advertised via social media at SUUSI. Youth reps will speak to Teens and their parents/guardians at Teen Orientation on Sunday regarding open Board Youth rep position. Other changes from previous practice include collection Bios on Tuesday for publication on Wednesday (vs. Thursday) to give participants more info prior to the Thursday vote. A sign-up sheet was passed around for the Getting on Board workshop, Candidate Forum, voting table shifts and Tellers Committee. All slots were filled.

**SUUSISHIPS (Paul):** New matrix system is working well and is fair to applicants and SUUSI. Policy questions have arisen, such as cost of workshops to be covered by SUUSIships. These will be brought to the Board at a later date. 21 youth, 6 teens & 25 adults have been awarded 2018 SUUSIships for a total of \$17,237.50. This leaves a balance of \$4,753.50 for Fall 2019 at this point. Jimmy has expressed plans to continue in the SUUSIship coordinator role for 2019.

**POLICY & BYLAWS (Wilson):** Board was asked to vote on several Bylaws changes requiring 30-day notice. All except the last change was discussed at the 1/27/18 Board meeting but deferred because of the 30-day requirement. All proposed changes were emailed to Board members on 6/4/18 by Wilson. The proposed changes require 2/3 majority to pass.

**Removal of specific standing committees from bylaws- Change IV.13:** Proposed by Wilson/seconded by Bill and passed unanimously.

#### **Current wording:**

Standing committees shall include Nominating, Bylaws/Policy Review, Leadership Development, Endowment Fund, Site Selection & Contract Negotiation, and Finance/Scholarship. The President shall appoint other committees as needed.

**Proposed Wording:**

With the exception of the required Nominating Committee, the Board by majority vote shall appoint or disband other committees as needed.

**Discussion:** The committees are also defined in the policy. Keeping them only in the policy gives us flexibility to change our committees without changing in both places. However, we are keeping the nominating committee in place as it is required to ensure we are nominating new board members. I also changed the “creator” of the committees to the Board (by majority vote) instead of the President. I think this is our practice.

**Binary Gender references- Change IV.11.B (Fourth Sentence):** Both changes, below, were proposed by Wilson/seconded by Bill and passed unanimously with no discussion.

**Current Wording:**

With the consent of the Board, the president is empowered to speak for and on behalf of SUUSI in all legal proceedings and to serve as Contracting Officer of the Southeast Unitarian Universalist Summer Institute, Incorporated, **his/her** signature being legally binding for SUUSI on contracts, etc., when affixed thereto by direction of the Board.

**Proposed Wording:**

With the consent of the Board, the president is empowered to speak for and on behalf of SUUSI in all legal proceedings and to serve as Contracting Officer of the Southeast Unitarian Universalist Summer Institute, Incorporated, **their** signature being legally binding for SUUSI on contracts, etc., when affixed thereto by direction of the Board.

**Binary Gender references- Change V.5:**

**Current Wording:**

Adult Board candidates must have attended at least three full SUUSIs within the five years preceding the year of **her/his** candidacy. Youth Board candidates must have attended at least two full SUUSIs within the five years preceding the year of **her/his** candidacy.

**Proposed Wording:**

Adult Board candidates must have attended at least three full SUUSIs within the five years preceding the year of **their** candidacy. Youth Board candidates must have attended at least two full SUUSIs within the five years preceding the year of **their** candidacy.

**Age of Youth reps in keeping with Age Limits of board members as required by law- Change IV.5 (First Sentence):** Proposed by Wilson/seconded by Bill and passed unanimously.

**Current Wording:**

The Youth Representatives shall be 14-17 years of age on the date of election and one shall be elected annually for a two-year term by SUUSI registrants 6 through 17 years of age.

**Proposed Wording:**

The Youth Representatives shall be 15-17 years of age on the date of election and one shall be elected annually for a two-year term by SUUSI registrants 6 through 17 years of age.

**Discussion:** By FL state law, board directors are 18 or older, but we can have Board members 15 or older if our bylaws indicate. In the January meeting we resolved that board members may be 15 or older, but we need to change the minimum age for this to go into effect.

**Remove the 30-day requirement for bylaw changes- Change VI (Second Sentence):** Proposed by Wilson/seconded by Jay and tabled following discussion.

**Current Wording:**

These Bylaws may be amended by a 2/3 vote of the Board at a regularly scheduled Board meeting. Any proposed bylaw changes shall be available to Board members a minimum of 30 days prior to said meeting.

**Proposed Wording:**

These Bylaws may be amended by a 2/3 vote of the Board at a regularly scheduled Board meeting.

**Discussion:** This is cumbersome, however, Steve noted it may be a FL state requirement that non-profits have a 30-day waiting period for Bylaws changes. This will be explored and discussed again at the Friday meeting.

Accident reporting and Temporary SUUSI guardianship of Youth both need to be addressed by Board. The Policy & Bylaws committee plans to explore these issues.

**NOMINATIONS (Jay):** The Nominating committee consists of a Board member (Jay), Director elect (Jenni) and a SUUSI community member (Abby Crum). Three Board members are rotating off this year (Kim Breivogel, Paul Langrock and Seth Berkley). Seth has indicated he is not interested in a second term. Mara has notified Jay that she is resigning from the Board, effective at the end of this SUUSI. The nominating committee has not yet had a chance to discuss this but will suggest someone for the remainder of her term (1 year) as she was appointed, not elected.

Following discussion, Paul and Kim were both approved for second terms of Board service. This leaves a 3-year term and an unexpired 1-year term for appointments. The Nominating committee will discuss these and make recommendations to the Board at the Friday meeting. Diversity in age group affiliation, race/ethnicity and sexual orientation/gender identity are desired and will be considered. Board members can send suggestions to Jay or Jenni.

**FOUNDATION (Wilson):** Draft Foundation Bylaws document was created by Bill, Derrick & Wilson. The Foundation Board adopted those at a recent Zoom meeting.

**RIGHT RELATIONS (Seth):** Seth is leaving the Board and can no longer spearhead this committee. Annsley feels there is a strong need for this group to address issues year-long (ex: people not hired or asked not to return to staff position may need support repairing relationships). Derrick questioned whether Board was right home for this group and it was discussed that Denominational may be more appropriate. Annsley asked for Board direction regarding procedures. Jan Taddeo and Kimi will work on this.

**Old Business:**

**Board Committees:** Paul thanked everyone for Committee descriptions. These are stored in a googledoc managed by Paul at present but will be moved to a SUUSI googledoc for ease of access and transferability.

Jay is concerned that committee work may overburden and burn out some Board members and make Board service unsatisfying. Jay would like to see members involved in work they are passionate about. It was discussed that much Board work done in committee is not necessarily exciting but necessary (elections,

nominating, etc.). Current committee list in Policy manual was reviewed and it was agreed that these are all core functions of the Board.

Ad hoc committees/working groups could be used for short-term projects. Involving community members in the work of these groups is a good way to develop leaders, get input from others and avoid burning out Board members.

The size of the Board should be discussed in the future. It was noted that if the size is reduced, increasing diversity would be essential. Bill suggested bringing in a consultant to discuss Board size and there was agreement this would be helpful. Bill will explore this.

**Site selection & contracts:** Whether a site selection committee was needed was discussed. We have a signed contract with WCU through 2019 however, WCU has expressed a desire to host SUUSI for the foreseeable future. Jenni served on the last site selection committee and feels WCU is ideal. Minor concerns (beds are hard, dining issues, etc.) exist but overall she reports CORE staff is happy with WCU and WCU, per Devin Neese, is happy with us. As Director Elect, Jenni does not feel the need for a site selection committee at this time.

WCU can only guarantee food costs for two years so this limits the length of contracts. Jenni hopes to secure contracts for 2020 and 2021 this year. She requested guidance from the Board regarding negotiation and signing of contracts. Possible losses from a potential breach of contract were discussed. Per Steve, the transfer of assets to the SUUSI Foundation protects SUUSI from catastrophic loss.

**SUUSI historian (Jay):** Jay proposed that the Board appoint a SUUSI historian. Bill Gupton was appointed. He has not yet accepted formally yet but has indicated interest. This person will be responsible for archiving SUUSI catalogs, mugbooks and NUUS documents, etc.

**Survey (Jay):** Making the survey more useful was discussed. Jenni shared that in a previous year, the survey was reviewed in a Zoom meeting then was followed up with a group activity that encouraged Board and CORE staff to process results and explore survey sub-topics in depth. She plans to do this next year and the feeling was this would facilitate more meaningful discussion and positive change.

**Gifts/donations (Derrick):** A policy regarding who can give gifts on behalf of SUUSI is needed. Annsely feels all donations should be run through the Board. The Policy & Bylaws committee will discuss this.

**Logo usage requests:** Two logo usage requests have been received this year from Artisan's Bazaar participants. Cameron moved that we approve these. Kimi seconded and this passed with one abstention (Jay) following discussion of what we are protecting. Per Derrick, "SUUSI" has been copyrighted since 1978. SUUSI together with the sun logo is protected and use requires Board approval. Steve recommends renewing copyright then, after that, adding © symbol after "SUUSI" moving forward. This would protect the SUUSI name and would be needed on catalog cover, t-shirts, etc. Approximate cost to renew copyright is \$500. Cameron moved to empower Derrick to renew the SUUSI copyright. Bill seconded and this passed unanimously.

**Coffeeshop usage-** An exploratory meeting with Hilltop Grind coffeeshop staff, key CORE staffers and Steve (Risk-manager) is planned for Thursday. The off-site Coffeeshop could potentially be used for workshops and events that involve alcohol as, unlike WCU staff, Hilltop Grind staff have indicated they would allow SUUSI to

seek permits for these events. If this is workable, Jenni would like SUUSI to maximize use of this space. Possibilities, limitations and cost will be explored in the upcoming meeting and Jenni will report back to the Board on Friday.

**Friday meeting:** The Board will meet Friday noon-2 pm in Balsam 205. New Board members will be invited to attend though they will not be eligible to vote.

**Closing:** Meeting adjourned at 3:30pm.

Respectfully submitted, Kim Breivogel 7-19-18

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From: **SUUSI Treasurer** <treasurer@suusi.org>

Date: Thu, Jul 12, 2018 at 10:47 PM

Subject: [SUUSI Board] Treasurer's report

To: SUUSI Board <board@suusi.org>

**Dear Board,** As is always the case, there is not much to report right before SUUSI. Reports this year will be easier to follow as SUUSI is pretty much the operating entity and it's pretty much money in (registration) money out (cost of camp), with reserves held by The SUUSI Foundation.

From all indications, we appear to be financially sound for this year. Our balances are as follows, rounded to the nearest dollar or hundred dollars for simplicity:

#### **SUUSI**

- Operations account (Wells Fargo, which I want to change): + \$25,000
- Income account (Fidelity Investments): + \$265,000
- Outstanding bills and invoices: (Pending charges on credit cards): \$10,460
- Approximate balance of funds: = \$279,540

*Note: So far this year we have earned \$1,230 of interest at Fidelity for SUUSI.*

#### **The SUUSI Foundation:**

- Balance of account, which includes endowment funds, SUUSIships: = \$206,575  
This will be reduced by SUUSIships paid out for this year, and then increased by any SUUSIship and Endowment Fund donations.

*Note: So far this year we have earned \$1,404 of interest at Fidelity for The SUUSI Foundation.*

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**Derrick Peavy**  
SUUSI Treasurer