



4/20/19 SUUSI Board Meeting Notes

APPROVED 7-13-19

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

*Annsley Atkin, Director Emeritus
Kim Breivogel, Secretary (appointed 2018- 2nd term)
Jay Camp (appointed 2017- 2nd term)
Cate Farrell, Senior Youth Rep (elected 2017)- left meeting at 10:15 am
Wilson Farrell, Board President (elected 2017)
Karen Gonzalez (appointed 2018)
*Steve Greenberg, Risk-manager- left meeting at 11 am
Paul Langrock (appointed 2018- 2nd term)
Bill Neeley (appointed 2016)- joined meeting at 10:11am
Derrick Peavy, Treasurer (appointed 2014)
Kimi Riegel (appointed 2017)
*Jennifer Sanders, SUUSI Director
Angel Wall (elected 2018)

Board Members Absent:

Cameron Allen (elected 2016)
*Spike Purcell, Junior Youth Rep (elected 2018)

*Indicates non-voting members

Opening: Wilson called the Board meeting, held online via Zoom, to order at 9am.

Approval of 1/20/2019 Board meeting minutes

Paul moved and Jay seconded that the previous meeting minutes be approved. There was no discussion and the motion passed unanimously.

PRESIDENT'S REPORT (Wilson) - Wilson briefly shared that he is excited about many things in the works for SUUSI 2019 before turning the meeting over to Jenni for the Director's Report.

DIRECTOR'S REPORT (Jenni) - Jennifer reported the following:

- Registration numbers are looking good. Statistics are trending close to 2014 numbers with 735 people registered at this point.
- Unfilled staffing needs at this point include Youth (needs lots of staff, including age group leaders), Nature and Worship leaders.
- She is excited about the new Accessibility Liaison position.

- Jenni will be out of the country from 5/6 until 5/27 but will be back for the Spring meeting. Contact Annsley with issues or concerns during her absence.

COMMITTEE REPORTS- part 1

Elections (Karen)- Karen, Cate, Spike & Angel

An announcement regarding open nominations for the Board was sent out via the SUUSIFriends Facebook page in January and the catalog continued information about the “Giving Back to our Beloved Community” workshop (formerly “Getting on Board”). Two people have expressed interest in joining the Board so far (one adult and one youth) and Karen will contact them.

Additional communications regarding nominations are planned for the arrival NUUS and Teen social media. SUUSI participants have the option to indicate they are interested in Board service during registration. Karen will reach out to any that have done this to see if they are interested. Annsley shared that the Nominating Committee is also using this list, so they will coordinate with Elections.

Nominating (Annsley) Annsley, Jay & Jennifer Teeter (community member)

Elections was asked to pass on names of those interested in Board service to Nominating Committee.

Board transitions- Cameron (elected 2016) and Bill (appointed 2016) are not continuing on the Board after this year so a minimum of one nomination is needed this year.

TREASURER’S REPORT (Derrick)- There is not much to report at this time, per Derrick. SUUSI has approximately \$100,000 in our checking account. The Fidelity checking account (vs. Wells Fargo) pays more interest. SUUSI still maintains a Wells Fargo account for cash but there is less cash coming in now (~\$5K, down from \$50K with previous SUUSIs). Everyone is encouraged not to use cash as that makes everything much easier to track.

All receipts and reimbursements are now handled online via the new system. Please use and share the video directions, as needed (<https://budget.suusi.org/initial-demo.mov>). The plan is that everything dealing with money will be done through the new system as this is more accurate and can track things in real time. All receipts must be submitted within 14 days of purchase.

COMMITTEE REPORTS- part 2

Policy & Bylaws (Derrick)- Derrick & Bill

The committee feels strongly about moving committee work into the public and involving the SUUSI community more. The Foundation Bylaws have not yet been addressed.

SUUSIships (Paul) Kim, Cameron

Jimmy is providing great leadership and the matrix system used to track eligibility is working well. Paul reported that Jimmy is leaving the SUUSIship Coordinator position after this year.

Right Relations (Angel)- Angel & Kimi

Angel shared that the committee understands they are to be developing a covenant but are unsure what specifically that means. They may not be finished this year as there is no clear timeline. The goal is clarifying

how we want to treat people, what we are already going and how we handle it when the covenant is broken. Common language will be used to make the covenant understandable and part of the culture.

Shifting some staff credits for age groups into Chaplain positions is part of the plan. "SUUSI Promises" workshops will be held to help develop the covenant. Small groups (ex: age groups, co-op parents, etc.) will provide opportunities to share opinions and work on covenants. Board members are encouraged to sign up for at least one small group session.

Foundation (Derrick)- Derrick, Paul, Wilson, Jay, Bill, Annsley & Molly Lazar (community member)
A Foundation meeting is planned for next week.

There is \$19,000 in SUUSIship funding presently. ~\$2,000 per year in credit card rebates and ~\$2,000 in interest goes to SUUSIships each year. Derrick will create a report showing how SUUSIship donations have changed over the years. There is a \$2,000 grant to be used for nature staff for anything.

OLD BUSINESS

Gifts Policy/Donations to external organizations (Wilson)

The Director and the Board President can spend no more than \$1,000 each year for gifts. Gifts can be extended to anyone that helps to make SUUSI possible or whose policies align with SUUSI values. Anything beyond the budgeted amount should have Board approval but other restrictions may be needed.

Discussion regarding a gifts policy included Derrick's comment that gifts should be possible, when appropriate, but not a yearly obligation that becomes institutionalized. It should be clear there is no obligation to spend money via gifts. Karen inquired if a discretionary fund would be appropriate and Jay asked whether Foundation approval was needed.

What types of gifts have been given? Annsley shared that, in past years, a gift was given to WCU Conference Services to take the team out to dinner to "celebrate a week well done". Cookies and flowers have also been sent to the local police as a thank you for keeping our community safe. The Director often gives CORE Staff gifts at the end of SUUSI. This has been in the Director's budget at times but other times it has been paid for by the Director, with no reimbursement.

There is agreement that showing gratitude is important. It was discussed that gifts should be included in the budget request.

Bill and Derrick will draft policy language and send to the Board for comments. Working suggestions should be sent to Derrick. Draft wording will be reviewed at the pre-SUUSI meeting.

NEW BUSINESS

Accessibility Liaison (Jenni)

Parker, formerly of Youth staff, has been hired for 2019. This new position is intended to "bridge SUUSI and the University" by facilitating access to services for SUUSI participants with accessibility issues. This does not change any of the services we currently offer, rather it provides one person to explain access issues and help them figure out how to best utilize services. This person can also highlight concerns and issues, when needed (ex: dining/dietary issues, scent-free areas, etc.).

Steve Greenberg sees no legal issues with this new position and suggested involving a University point person as well, as there are many things SUUSI can't control (ex: physical structures). We have a duty to bring our problems to the attention of the University. Per Annsley, the job of this person is to connect SUUSI participant to the University when needed (ex: Dining Services). Steve cautioned that "liability is always there". SUUSI has been sued before due to accessibility issues but the suit against SUUSI was dropped and they sued only the University.

Service Animals (Jenni)

CORE Staff published service animal guidelines in the catalog. The wording (see below) aligns with WCU policy, available here: <https://www.wcu.edu/hunter-library/about-hunter-library/policies/service-animal-policy.aspx>

Your service dog is welcome at SUUSI and in WCU facilities. When you register, make sure you let us know that you will be bringing a service animal. There is no fee for service dogs, of course, but you'll need to bring your own pet supplies. All service animals at SUUSI must be trained to perform specific tasks to assist with a disability. SUUSI is not able to accommodate emotional support animals or therapy animals.

The questions regarding whether SUUSI needs an official policy regarding service animals resulted in much discussion. As a college campus WCU is legally required to allow emotional support animals/"comfort animals" but, per Jenni, SUUSI is not legally required to allow this. Wilson prefers not to have a policy on this. Steve asked what the Americans with Disabilities Act (ADA) requires an organization like ours to do. WCU needs rooms/locations where animals are housed. Per Annsley, we cannot ask about vaccines. Discretion regarding comfort animals on a case-by-case basis may be appropriate.

No proposal was made to make a policy change at this point.

SUUSIship Volunteer Hours (Wilson)

Staff has proposed the two changes, below, to SUUSIship volunteer hour requirements. Whether these require a change to policy or whether they fall in the territory of staff practice was discussed at length:

- EA hours- Early arrival volunteer hours should not count toward SUUSIship hours. The thought is that all EA people are expected to either be doing staff work or volunteering their time to prepare. By giving credit for that time, SUUSIship recipients are forgoing their volunteering during the week, which is what the SUUSIship funds.
- Volunteer hours for staff you're on- SUUSIship recipients may not get volunteer hours from a staff from which they are receiving credit. This is current practice as the tracking is difficult and subject to abuse and the goal of volunteer hours is to expose recipients to areas for they may apply for staff credit in the future.

Wilson feels policy should reflect current practices. Jay suggested the SUUSIship committee could revisit current policy and revamp, if needed. Karen noted the Right Relations policies could potentially address this. All staff members have an expectation to spend X amount of time to earn their credit but everyone pitches in and does what is needed. If one person does more in a staff position, as a volunteer, the next person in that position may be expected to do more, as part of the job.

It was discussed that these seem to be operational guidelines, rather than policy level decisions. It was agreed that no current policy changes are needed.

Alcohol Issues (Wilson)

Wilson sent out an email regarding alcohol issues earlier this week. Workshops needs a lease in order to get an alcohol permit for Hillside Grind, which will be the venue for all SUUSI alcohol events. Jenni, Steve and Wilson will have a conversation about the lease. The Repairs section needs a close look to ensure it doesn't obligate SUUSI to fix everything that may break while we are there (ex: hot water heater)

BBQUUSI will be at Hillside Grind but will not allow alcohol due to the 18 + age limit on that workshop. Per Jenni, alcohol events in Hillside Grind are restricted to age 21+. Steve shared that holding alcohol events in Hillside Grind does not change SUUSI liability but does allow us to get a permit for all alcohol events.

Sabbatical Credit (Wilson)

In recognition of service to SUUSI, Directors from 2012 on have been given one full sabbatical credit (a full X) to be used for a future SUUSI. The goal is to enable them to enjoy SUUSI without the responsibilities of being on staff. Prior to 2012 Directors were given sabbatical credit for ½ an X. The Board has been asked to make it a full credit for all past directors regardless of when they served.

Discussion included the possible budgetary impact of this change, if everyone eligible took their credit in the same year. All former Director X or 1/2 X sabbatical credits are been tracked in SOLIS. Per Derrick, approximately 5 previous directors would have 1 X and one would have 1/2 X to use. It was discussed that the sabbatical credit is non-transferrable and for the former Director's use only. Perhaps the credit would be used 1/2 X at a time or even 1/3 X at a time to limit the budgetary impact. The sabbatical credit could possibly be paid through the Foundation. Bill and Derrick will draft language to be discussed at a future meeting.

Designated Drivers (Wilson)

All individuals potentially driving for SUUSI, in any capacity, must have driver's license info on file in SOLIS to be covered by SUUSI insurance. Core staff is collecting the list due on May 1. Nature staff has been asked to pull all Board member info for the driver's list, as Board members may drive at off site meetings or use SUUSI rental cars. Derrick suggested all CORE staff and all Board members automatically be added to this list. Individuals under 25 years of age cannot be on the list and over 70 years of age requires a note from a doctor. Wilson will email directions for how to add your info to SOLIS.

Early Arrivals (Wilson)

Please plan to arrive Saturday by 1 pm. You may only arrive earlier if you are arriving with someone else who is approved for EA. Regardless of when you arrive, you will be expected to fulfill EA volunteer hours, to be assigned by Nicole Tearno, Volunteer Coordinator.

Board Scheduling (Wilson)

Please get the following on your calendars:

- Saturday 7/13 at 1 pm - Board meeting in Noble 214
- Monday 7/15 at 2pm "Give Back to the beloved Community" - Jenni, Karen and Paul volunteered.
- Wednesday 7/17 at 5pm - Board election Forum in Coulter Recital Hall- all are encouraged to attend (overlaps with Fun Ryun and Youth dance).
- Thursday 7/18 during mealtimes- Voting table volunteers needed for breakfast, lunch and dinner. Elections committee will coordinate this. Community members can volunteer but Board members

are needed to set tone and oversee election. Wilson will enter volunteer shifts in SOLIS and Nicole will staff these.

- Varies-mealtimes- Community Meals. Karen will handle sign-ups for Board members. The same food will be provided at a different location to encourage community building and reduce crowding.
- Friday 7/19 at noon – Board Meeting in Noble 214 (Lunch will be served). Board members will be added to the meeting in SOLIS so it will show up on your registration, similar to a workshop.
- A Community Time “Ask the Board” table was discussed but decided to not be needed.

Closing Jay moved to adjourn, Derrick seconded, motion passed at 11:25am

Respectfully submitted, Kim Breivogel 6-14-19, revised 6-19-19