

OCRID Board Meeting
April 13, 2020
Virtual Meeting
MINUTES APPROVED 8/10/2021

Present: Moses McIntosh (Dir. of Programming), Jordan Brian (Dir. of Membership), Julia Finocchi (Dir. of Community Relations), Chelsea Sudar (Dir. of Communications), Kelli Henery (Dir. of Finance)

Absent: Lewis Wright, President

VACANT: Dir. of Meetings

—Meeting minutes recorded by Moses McIntosh, Director of Programming, per designation of the President.—

Called to Order: 7:32 PM

Officer Updates

President, Lewis Wright *(absent)*

- i. Bylaws committee motion review ([2020.03.16.03](#))
- ii. Board transparency ([2020.03.16.04](#))
- iii. Board completion of tasks ([2020.03.16.05](#))
- iv. Spring Elections ([2020.03.16.06](#))
 1. Chelsea Sudar has an update
- v. Date for Board retreat ([2020.03.09.04](#))
 1. Lewis Wright will talk to CMP about a date

Programming, Moses McIntosh *(present)*

- Email from IRID, requesting us to send them our presenter information to do a local NAD event that they are partnering with.

Finance, Kelli Henery *(present)*

- i. We don't have to pay for the hotel!
- ii. Refunds have been processed, with only one check on the way.
- iii. \$5,000 to Convention Center
- iv. Bank Balance is \$26,486.21
- v. RID informed me that I was filing the taxes incorrectly. Nothing to change for previous years. Will make a note for the next Director of Finance.

Meetings, Erica Wilson *(resigned 8/7/2019)* **VACANT**

No report

Membership, Jordan Brian *(present)*

Student: 13
Supporting: 7
Associate: 39
Certified: 102
Organizational: 8
Total: 169

- Create form for 2020-2021 membership
- Make a copy of this year's form to select that it copies to "QuickBooks".
- Jordan Brian will do this by April 18, 2020.

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Officer Updates continued...

Communications, Chelsea Sudar *(present)*

- **Online Voting**
 - www.electionbuddy.com
 - \$19 for up to 350 voters
- **Annual Business Meeting**
 - Bylaws require a business meeting
 - How are other AC's (Affiliate Chapter) handling this?

Community Relations, Julia Finocchi *(appointed 8/26/2019) (present)*

- Deaf Advisory Committee:
 1. President desired to establishment of a standing committee comprised of Deaf community members to serve in an advisory and counseling role to the OCRID Board
 2. President expressed he wished this would be housed under the purview of the Director of Community Relations
 3. Director of Community Relations requested clarification and discussion of this structure with the OCRID Board

Unfinished Business

- a. Deaf Advisory Committee
 - i. **Motion 2020.04.13.01:** Move that President needs to communicate a clear plan and deadline to Julia by 4/20/2020 (Finocchi, J./McIntosh, M.)
 - Rationale: So that OCRID can establish and start processing the Deaf Advisory Committee.
 - Discussion: none**Motion carries**

New Business

- a. **Sharing presenter proposals with IRID (Indiana RID)**
 - i. We have not yet communicated that OCRID is not hosting a virtual event.
 - ii. **Motion 2020.04.13.02:** Move that Director of Programming will follow up with presenters that we are not moving forward with a virtual event but if they are interested, their information will be passed to IRID (McIntosh, M./Brian, J.).
 - Rationale: Good to allow them to still present if wanted, with support from the community.
 - Discussion: none**Motion carries**

b. Annual Business Meeting

- i. Bylaws state: An annual meeting shall be held for the purpose of conducting necessary business of OCRID. An opportunity for professional development may also be provided.
 1. Notice of meeting shall be given to the members no less than 60 (sixty) days prior to the date scheduled.
 2. A planning committee shall be appointed as necessary by the Director of Programming.
 3. Unless otherwise directed by the members, all meetings shall be conducted in accordance to the most current edition of Robert's Rule of Order.
 4. For voting purposes, twenty-five percent (25%) of voting members in good standing present at the meeting shall be considered a quorum.

Discussion

1. Can we do a business meeting in the Spring?
2. Does this mean Calendar Year or Fiscal Year?

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- a. Can we do a call for motions then allow those to be voted on asynchronously

New Business continued...

Annual Business Meeting

3. PowerPoint of motions played on Zoom?
4. Can we do something in the Fall?
5. Communicate to the membership that the OCRID conference will be held in the Fall

- ii. **Motion 2020.04.13.03:** Move that the OCRID Board of Directors communicate to the membership that in order to host an in-person Business Meeting, the meeting will be postponed to the Fall of 2020. (Sudar, C./Henery, K.).

Rationale: previously discussed

Discussion: none

Motion carries

- b. **Motion 2020.04.13.04:** Move that the 2020 OCRID Board of Directors elections be hosted via electronic ballot. (McIntosh, M./Brian, J.)

Rationale: Circumstances of this pandemic, the most efficient way to process this election is electronic.

Discussion: We will be collecting nominations via email? Yes, but we need to be transparent about it. These positions are critical for continuity of governance. We need to make more effort to fill these positions. We have had a vacancy for 8 months.

Motion carries

- c. **Motion 2020.04.13.05:** Move that the Director of Communications create a "Call for Nominations" for the upcoming Board vacancies, and submit to the current board for approval by 4/17/2020. (Sudar/McIntosh)

Rationale: We need to advertise early enough for participation

Discussion: Should we establish a Nomination deadline and voting deadline?

Motion carries

- d. **Motion 2020.04.13.06:** Move that the 2020 election Call for Nominations be a 45 day window, leading up to June 1st; with the voting period of June 1st through 21st; with an announcement to the membership of the election results no later than June 30th. (McIntosh, M./Henery, K.).

Rationale: To provide a fair and equal time table for participation to be as high as it can be.

Amend the Motion 2020.04.13.06a: Move that the 2020 election Call for Nominations be a 45 day window, leading up to June 1st; with the voting period of June 1st through ~~21st~~ **14th**; with an announcement to the membership of the election results no later than June ~~30th~~ **21st to allow for one week of communication from outgoing Board Directors.** (Sudar, C./McIntosh, M.).

Rationale: previously discussed

Discussion: we need to clarify how this process will work. It would be nice to have a more structured onboarding process for new members.

Amended Motion carries.

Motion 2020.04.13.06a: Move that the 2020 election Call for Nominations be a 45 day window, leading up to June 1st; with the voting period of June 1st through 14th; with an announcement to the membership of the election results no later than June 21st. (McIntosh, M./Henery, K.)

Rationale: none given

Discussion: none

Motion carries

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New Business continued...

Annual Business Meeting

- e. **Motion 2020.04.13.07:** Move that the outgoing Directors establish a one-on-one meeting with the incoming Directors to clearly describe the following:

1. Password access to "Google" account
2. Information regarding all pending actions related to the position
3. All upcoming tasks not yet completed, related to the position
4. Detailed overview of responsibilities and tasks and intervals related to the position
(McIntosh, M./Brian, J.)

Rationale: We do not have a clear guidance on the hand off procedure, causing confusion and delayed assumption of duties.

Discussion: add 5. Make sure to adhere and discuss PPM and bylaws.

- Amend the Motion 2020.04.13.07a:** Move that the outgoing Directors establish a one-on-one meeting with the incoming Directors to clearly describe the following:

1. Password access to "Google" account
2. Information regarding all pending actions related to the position
3. All upcoming tasks not yet completed, related to the position
4. Detailed ~~overview~~ description of responsibilities and tasks and intervals related to the position
5. **Make sure to adhere and discuss PPM and bylaws.**
(Henery, K./Brian, J.)

Rationale: Overview sounds like a summary, which is not usually detailed and don't want to lead people astray

Discussion: none

Amended Motion carries

- Amend the Amended Motion 2020.04.13.07b:** Move that the outgoing Directors establish a one-on-one meeting with the incoming Directors to clearly describe the following, **within one week of election result announcement:**

1. Password access to "Google" account
2. Information regarding all pending actions related to the position
3. All upcoming tasks not yet completed, related to the position
4. Detailed description of responsibilities and tasks and intervals related to the position
5. Make sure to adhere and discuss PPM and bylaws.
(McIntosh, M./Sudar, C.)

Rationale: We need a timeline

Discussion: none

Amend the Amendment Motion carries

Amend the Amended Motion 2020.04.13.07b now reads:

- Motion 2020.04.13.07b:** Move that the outgoing Directors establish a one-on-one meeting with the incoming Directors to clearly describe the following, within one week of election result announcement:

1. Password access to "Google" account
2. Information regarding all pending actions related to the position
3. All upcoming tasks not yet completed, related to the position
4. Detailed description of responsibilities and tasks and intervals related to the position
5. Make sure to adhere and discuss PPM and bylaws.
(McIntosh, M./Sudar, C.)

Motion to Adjourn: 8:31 PM.