

Education Manager

Guests:

Bill Walker

Tom Moxam

Unable to identify other guests.

September 26, 2022 -- 6p

AGENDA

I. **6p - Call to Order/Attendance – Guests**

1. 6:05 pm

II. **Acceptance of Agenda**

1. Changes?
 - B. September 16, 2022 meeting minute acceptance, moving to October meeting.
 1. If you have questions about minutes you should reach out to secretary (Cortney Bayuk)
 2. Minutes are used to record what is said during the meeting, not anything else
 - C. Motion to Accept Agenda:
 1. First: Tom Koto
 2. Second; Fernando Veloz

III. **Acceptance of Consent Agenda**

1. Motion
 - A. First: Tom Koto
 - B. Second: Jim Stevens

IV. **President's Update (Colleen)**

1. Nothing much. Meeting this week. Will have more to share in October for meeting.
2. Main goal of this meeting is to put plan in place since our Executive Director is leaving

V. **National Board Update (Christian)**

1. Reminder that leadership summit scheduled for Sept. 28. Anything to take to meeting from NI? Any questions, concerns, big ticket items to bring in to that meeting?
 - A. Can email Ben, Colleen, or Christian if think of anything and they will bring to the meeting

VI. **ED updated (Ben)**

1. Everything discussed on Sept. 16 is moving forward
2. Things are moving in good directions, a lot of what I've been doing is updates to job descriptions to represent actual roles and responsibilities

3. The job descriptions have been updated so that hiring committee can make adjustments and ultimately help suggest the best hiring decision
4. Because of the shift that is coming up, talks have been had with Regional counterparts, and National at Lakewood. Discussions centered around how to work better together, how to share resources, reduce duplication of efforts. People in agreements across neighboring regions to help.
 - A. This is beneficial moving forward, food signs of progress. Conversations had been had with NW, NRM, and IM Regions.
 - B. Moving forward, Ben is continuing to work on really accurate job descriptions for certification chairs and other positions within Region.
 - C. There were some concerns at the last meeting regarding clarity of these roles. They will get posted and sent to the BOD and staff so everyone is on same page.

VII. STRATEGY

1. Executive Director Hiring
 - A. Hiring Committee
 1. Waiting until after Finance Committee has had a meeting to post the job. Want to know what the budget is, how much we can afford to pay to be fiscally responsible.
 2. TJ from Bogus Basin, Colleen Morishita, Ben Roberts, Christian Luening are proposed committee.
 1. Addition: Walt Coiner.
 2. First: Tom Koto
 3. Second: Jessica Kluth
 1. No opposition or abstentions
 3. The Secretary (Cortney) will be a part of meetings in order to take notes for the BOD to later make a decision.
 - B. Hiring Timeline and process
 1. Ben wants to be done by November 1.
 2. As soon as finance committee happens, and discuss how much we can afford to pay Executive Director, then can post job and move forward with hiring process
 - C. Board Involvement and question sheet
 1. Board should be involved. Google sheet will be created so that BOD can post questions they'd like asked in the interview.
 2. There will be discussion after a budget is reviewed and approved as to whether or not one person is hired for the role, or if there are 1-2 people hired in order to divide tasks. Further discussion will be had on partnering with other Regions and reallocating roles, sharing responsibilities.
 3. Current Executive Director (Ben) recommends 2 people hired in order to share responsibility. But with the Education Manager role in place, might not need more than one person at that Executive Director level.
 1. Not a strong reason to have a Business Manager moving forward as the Executive Director and Education Manager can handle most tasks. Those that they cannot, recommend to look to Regional partners.
 2. Conversation specifically has been had with Herb the Executive Director at Northern Rocky, he's open to taking on some level of responsibility for NI.

4. Krista Clayton: Interested in Executive Director role. At times will take a step back or be quiet because of conversations or decisions that are being made. Want to be transparent.

VIII. 5 min Guest/Board Q & A

1. Travel Expenses for the Division:
 - A. The Region pays for our education's staff within the area
 - B. Ex: if we have a staff member that lives out of state, we don't necessarily cover their whole travel cost to an event. Most of the time, we will pay them either from when they cross into Idaho, or if have home in Idaho, will pay for travel from home to event.
 - C. We do also handle this on a case by case. It is probably going to become more common that we bring in neighboring Regional Education Staff Members, and we will negotiate with them individually for cost to travel, costs etc.
 - D. Any cost decision on these topics is made with regard to bottom line and fiscal responsibility for our Region.
 - E. Any clinic leading and work for clinics is paid through that avenue and budget, including expenses
 1. If there's event travel that was separate from clinic leading, would fall into training budget or to specifics of that event.

IX. Generative Discussion

1. The Finance Committee meeting on Thursday will be discussing how much we can afford to pay paid staff. From there, it is up to the Executive Director how to spend that money once given a budget.
2. The spreadsheet that is currently posted is a working budget draft, it is up for more discussion.
3. We are clear on fiscal year ending June 30. Confirming with Nick Treat that Quickbooks and finances are buttoned up for end of year.

X. Next Meeting - Oct. 24 6PM Conference Call

XI. Adjourn 7p

1. 6:41 pm

Ongoing To-Dos

- A. Communication. With board, members, chairs. If on our website, put up question hierarchy of if someone has question, who they can go to.
 1. Question box that'll go to President or Operational Leader and then get filtered out to who it's prevalent to.
- B. Finance committee: talk about bottom line number for how low we are willing to go in investment account. How to utilize investment.
- C. Division: is there an evaluation for clinician or someone coming on. Reviews of clinicians after clinics and/or exam
- D. Newsletter article about what we do, policy governance, describe to membership what we're doing, what we do
- E. Basecamp accessibility, how members get access to documents we're referring to instead of just saying it's on basecamp. How do we make it easier for them?

1. Where these documents live
 2. What they are, what they do
 3. Here's this policy
- F. How to share voting from executive session so that people know what we're voting on, but also while keeping our privacy.
- G. Townhall Q&A sessions for members to ask questions.