**CISV USA Board of Directors Meeting Minutes**

**Thursday, January 17, 2019** – Called to Order 9:00P EST

Dial-in Number: (712) 775-7031 / Participant Access Code: 844681

Present

Todd Watkins – Chair

Tait Anberg - Secretary

Laura Ripberger – Executive Director

Louise Harty – Treasurer

Chip Workman – Member

Monica Hennessy – Member

Amanda Stegner – International Representative, Educational Chair

Christian Warner – Governance Chair

Rachel Buff – Junior Branch Director

Lauren Herbstritt – Member

Stephenie Teichman – National Risk Manager, Organizational Development Chair

Emilia Askari – National Interchange Chair

Not Present

Kate Huffman – Member

**Meeting Called to Order** – 9:00P

**Minutes Approved** – November 15, 2018

October 19-21, 2018 CIM-Detroit tabled until next meeting

**EXECUTIVE DIRECTOR’S REPORT** – Laura Ripberger

* Budget Item Request for this year
* Janet put out survey to chapter and what they need – conference calling options
	+ Looking at about 5-lines
	+ Chapters don’t tend to use Free Conference Call as of now
	+ **Zoom** – $150 per year – recordings, share screen [Stephenie]
		- **Premium** quote - $164.95 per month for 5 lines [Laura]
	+ **Go-To Meeting** – International used to use this, but experienced Security problem [Stephenie]
		- **Meeting & Training Bundle** – 5 lines and Training Package - $3728 per year
		- **Training** - $180 per year
* Stephenie moves to authorize $5000 for – Motion passed
	+ Seconded by Monica
* Chapter Development has asked for online training platform
	+ Break-out sessions,

**RISK MANGER REPORT** – Stephenie Teichman

* closed Risk Management discussion

**COMMITTEE REPORTS**

* Will talk about Committee Reports at Miami BOD Meeting in Feb.

**INTERCHANGE DEEP-DIVE** – Emilia Askari, National Interchange Chair (from Detroit Chapter)

* International conversation about how Interchange fits with other programs
* In largest NAs Interchange is most successful
* Interchange characteristics:
	+ Only CISV program that isn't camp-based
	+ Builds volunteerism
	+ Easier to add in mid-season -- outside football pool
	+ Easier to target
	+ Helps with recruiting
* In 2019, CISV USA had more Interchange requests than in any other recent year: 26. All chapters participating except Gulf Coast & San Francisco.
* Interchange Goals for 2019:
	+ Support CISV International Program Review process to ensure greater understanding of Interchange across CISV - recognizing CISV USA's role as one of the "big four" NA's for Interchange.
	+ Address problems with Interchange at an international level, by strengthening training & collaborating on development of international phone policy for Interchange. Encourage other NAs to develop a stronger Interchange culture.
	+ Support CISV USA Interchanges, LICs and Interchange leaders
	+ Support CISV USA's expansion goal by encouraging more CISV USA Interchanges
	+ Support CISV USA's goal of developing more Mosaics by encouraging more Interchange service projects to expand into small Mosaic projects.
* Budget request – $9,000 to be split among a team of CISV USA Interchange coordinators to attend an international Interchange gathering in Graz, Austria – April 2019. The meeting is a response to initial reports from the CISV International Program Review committee that are very negative about Interchange. Organizers of this gathering in Graz see it as a way to address concerns with Interchange, answer questions about Interchange, and develop stronger understanding among those interested in Interchange throughout CISV. Our LICs are passionately interested in explaining and improving their program. So far, 9 LICs and 1 chapter president have said they might like to attend this meeting in Graz if CISV USA is able to supplement their travel expenses in some way.
* Board discussed Emilia’s budget request and decided to table this until Feb 8-10, 2019 Miami BOD Meeting.

**FINALIZE PLANS FOR MIAMI BOD RETREAT**

* Have a hotel – Mayfair Hotel & Spa in Coconut Grove – ½ hour drive from airport
* Everyone please send Laura arrival and departure times

**NEW BUSINESS**

* none

**Next Meeting** – February 8-10, 2019 – In-Person Meeting, Miami, Florida

**Adjourned** – 10:13P EST

**Submitted** – January 17, 2019 by Tait Anberg, Secretary

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**BOD Structure**

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| **DIRECTORS – 2019 RE-UP or ROLL OFF** – Directors are limited to two consecutive 3-year terms |
| **NAME** | **ROLE** | **SERVING** | **NOTES** |
| Todd Watkins | BOD Chair | 2013-2016 | 1st Term - 2013-2016 |
| Rachel Buff | Junior Branch Director | 2017-2019 | 2017-2018 |
| Chip Workman |  | 2016-2019 | 1st Term - 2013-2016 |
| Lauren Herbstritt |  | 2016-2019 | 1st Term - 2013-2016 |
| **DIRECTORS – 2020 RE-UP or ROLL OFF** – Directors are limited to two consecutive 3-year terms |
| **NAME** | **ROLE** | **SERVING** | **NOTES** |
| Amanda Stegner | Int’l RepresentativeEducational Chair | 2017-2020 | 1st Term - 2014-2017 |
| Louise Harty | TreasurerFinance Chair | 2017-2020 |  |
| Tait Anberg | Secretary | 2017-2020 | 1st Term - 2014-2017 |
| **DIRECTORS – 2021 RE-UP or ROLL OFF** – Directors are limited to two consecutive 3-year terms |
| **NAME** | **ROLE** | **SERVING** | **NOTES** |
| Chris Warner | Governance Chair | 2018-2021 | JB Director – 2013-20151st Term - 2015-2018 |
| Stephenie Teichman | Organizational Dev ChairNational Risk Manager | 2018-2021 | Appointed – 2017-2018 |
| Kate Huffman |  | 2018-2021 |  |
| Monica Hennessy |  | 2018-2021 |  |

**BOD Committee Membership** – the Chair is a member of all Committees

* Educational Committee – Amanda, Christian, Tait, Lauren, Rachel
* Finance Committee – Louise, Chip, Rachel, Christian, Lauren
* Governance Committee – Christian, Monica, Kate
* Organizational Development Committee – Stephenie, Chip, Rachel, Kate, Monica

**BOD Contact Information**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Phone** |
| Amanda Stegner | Int’l Rep / Educational Chair | astegner@gmail.com | ([313) 802-7700](https://hangouts.google.com/?action=chat&pn=%2B13138027700&hl=en&authuser=0) |
| Chip Workman | Member | cwork78@gmail.com | ([513) 889-9488](https://hangouts.google.com/?action=chat&pn=%2B15138899488&hl=en&authuser=0) |
| Chris Warner | Governance Chair | christian.warner17@gmail.com | ([248) 835-3160](https://hangouts.google.com/?action=chat&pn=%2B12488353160&hl=en&authuser=0) |
| Kate Huffman | Member | katehuffman61@gmail.com | (937)-212-1605 |
| Lauren Herbstritt | Member | lauren.k.herbstritt@gmail.com | ([865) 696-0777](https://hangouts.google.com/?action=chat&pn=%2B18656960777&hl=en&authuser=0) |
| Louise Harty | Treasurer / Finance Chair | lhartypa@gmail.com | [(215) 869-7047](https://hangouts.google.com/?action=chat&pn=%2B12158697047&hl=en&authuser=0) |
| Monica Hennessy | Member | monicahennessy@yahoo.com | ([856) 979-9129](https://hangouts.google.com/?action=chat&pn=%2B18569799129&hl=en&authuser=0) |
| Rachel Buff | JB Director | racheljbuff@gmail.com | [(904) 625-7529](https://hangouts.google.com/?action=chat&pn=%2B19046257529&hl=en&authuser=0) |
| Stephenie Teichman | OD Chair | teichman4@gmail.com | (925) 899-9647 |
| Tait Anberg | Secretary | cisvtait@gmail.com | (404) 421-0818 |
| Todd Watkins | Chair | twatkins@jswpartners.com | ([202) 412-9379](https://hangouts.google.com/?action=chat&pn=%2B12024129379&hl=en&authuser=0) |
|  |  |  |  |
| Laura Ripberger | Executive Director | executivedirector@cisvusa.org | [(513) 674-9242](https://hangouts.google.com/?action=chat&pn=%2B15136749242&hl=en&authuser=0) work[(513) 332-2445](https://hangouts.google.com/?action=chat&pn=%2B15133322445&hl=en&authuser=0) cell |