

CISV USA Board of Directors Meeting Minutes

Saturday, February 9, 2019 – 8:30A EST

In-Person Meeting – Miami, Florida – Mayfair Hotel & Spa in Coconut Grove

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

Stephenie Teichman – National Risk Manager, Organizational Development Chair

Kate Huffman – Member

Christian Warner – Governance Chair (joined at lunch discussion)

Not Present

Rachel Buff – Junior Branch Director

Lauren Herbstritt – Member

Meeting Called to Order – 8:43A EST

Minutes Approved – October 19-21, 2018 CIM-Detroit / January 17, 2019

EXECUTIVE DIRECTOR’S REPORT – Laura Ripberger

- Website – traffic is up, email communication follows
- IT Plan – Phase II – working on CISV Central next
- Rainstorm had another shift and will be working with another company, may be able to help with CISV Central
- Kate suggested seeking out universities for IT support using students
- Fortnight – have Director and 1 Staff member, need 2 more staff, need a Chair for Fortnight for next year
- Seminar Camp – we will possibly end up returning due to late August dates (Greece & Singapore)
- Hosting on track – 2 chapters of concern

COMMITTEE REPORTS

- Organizational Development Committee
 - Working on “active” language in advertising programs
 - Connecting with Program Chairs for assistance with program write-ups
 - Outreach plan for male participants – need to develop
- Educational Committee
 - Fortnight is going very well
 - Mosaic – national Mosaic in Puerto Rico idea / meaningful & helpful (16-18/18-22 yr olds)
- International Representative
 - CISV International split into 3 regions – USA is part of the Americas Region / meets once a year in ARC (Americas Regional Conference)
 - Paying attention to Regional Hosting Plan
 - Co-Hosting Programs – can only do it once in 10 years
 - Age Rule Change – transition 2020 / full rule-change 2021 – the calendar year you turn required age of program

Discussed Diversity and Inclusion

Discussed format of future CISV In Motion Conferences (CIM) and Board Member involvement in CIM

Finance Committee Report – discussed budget

- Amount in reserves, shortfall
- Budget surplus will go to Reserve replacement
- Budget Approval – Chip moved. Stephenie seconded. Budget passed.

Discussed role of Donor Relations Manager

Fiduciary Responsibilities of Board Members

- Kate Huffman presented

Governance Committee Report

- Discussed Chair rolling off in October 2019
- Discussed Board succession and development

Chapter Reviews

Discussed Sexual Harassment Training

- Board will assess, revise, and expand current training

Discussed Reputation Management

Next Meeting – March 21, 2019 @ 8:00P EST – Conference Call

Adjourned – 5:17P EST

Submitted – February 15, 2019

BOD Structure

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	1 st Term - 2013-2016
Rachel Buff	Junior Branch Director	2017-2019	2017-2018
Chip Workman		2016-2019	1 st Term - 2013-2016
Lauren Herbstritt		2016-2019	1 st 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 Representative Educational Chair	2017-2020	1 st Term - 2014-2017
Louise Harty	Treasurer Finance Chair	2017-2020	
Tait Anberg	Secretary	2017-2020	1 st 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 – 2013-2015 1 st Term - 2015-2018
Stephenie Teichman	Organizational Dev Chair National 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

Name	Role	Email	Phone
Amanda Stegner	Int'l Rep / Educational Chair	astegner@gmail.com	(313) 802-7700
Chip Workman	Member	cwork78@gmail.com	(513) 889-9488
Chris Warner	Governance Chair	christian.warner17@gmail.com	(248) 835-3160
Kate Huffman	Member	katehuffman61@gmail.com	Board Book
Lauren Herbstritt	Member	lauren.k.herbstritt@gmail.com	(865) 696-0777
Louise Harty	Treasurer / Finance Chair	lhartypa@gmail.com	(215) 869-7047
Monica Hennessy	Member	monicahennessy@yahoo.com	(856) 979-9129
Rachel Buff	JB Director	racheljbuff@gmail.com	(904) 625-7529
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
Laura Ripberger	Executive Director	executivedirector@cisvusa.org	(513) 674-9242 work (513) 332-2445 cell