**UNYOC 2021 Pre-Conference Meeting**

October 27, 2021

**Present**:

Sarah Holsted (Guest), Mary Jo Russell, Sarah Lawler, Kim Nolan, Olivia Tsistinas, Lorraine Porcello, Rachel Becker, Denise Smith, Eldiflor Felipe, James Evans, Beth Mamo, Abigail Smith, Andrea McLellan, Tessa Killian (Guest), Virginia Trow, Cristina Pope, Darcey Rodriguez, Elizabeth Grace, Elizabeth Irish, Stephanie Helsher

**Action Items**:

* Stephanie to send the summer executive meeting minutes to the board listserv
* Olivia to add the Secretary position to the slate of nominees, and reflect that Stephanie has chosen to renew her term
* Olivia to add Rebecca Kindon as the Vice Chapter Council Nominee on the slate of nominees
* Virginia to edit line 10 of the budget to read 5@500, and change the proposed amount for line 12 (postage) $200 for postage to 2022. Changes to be sent to Olivia to update the Report.
* Stephanie to send last year’s Membership Meeting minutes to Olivia
* Olivia to send Virginia the treasurer spreadsheet

Meeting called to order at 4:09

**Agenda:**

1. Approve minutes from last executive meeting
* Postponed, Stephanie to send out the summer executive meeting minutes
1. Slate of nominees

**Motion to** split the positions of Communications Co-Chairs to Communications Chair and a Webmaster

**MOTIONED** by Denise / **SECONDED** by Kim seconded

Discussion:

* + - Denise noted that people are already interested in these positions, but they need to be approved
		- Lorraine asked whether it is intended for the Listserv manager role to be incorporated. Olivia answered that this is eventually the plan, but not at the inception of the positions. We are not yet ready to eliminate the position of Listserv Coordinator.
		- There is a Wild Apricot meeting scheduled for after the conference

**Vote:** 13 in favor, none opposed, 1 abstained

**MOTION APPROVED**

1. Slate of nominees
	1. Elected
		* Since this document was created, Rebecca Kindon has volunteered to be the nominee for the Vice Chapter Council Representative
		* Chair Elect is still vacant
		* Member-at-Large Ontario is still vacant

**Motion to** approve the slate of nominees

**MOTIONED** by Olivia / **SECONDED** by Lorraine

**Discussion:**

* + - The Secretary position needs to be added to the spreadsheet. Stephanie’s term is up but has opted to renew
		- Rebecca needs to be added ad the Vice Chapter Council nominee

**Motion Amended:** to approve the slate of nominees with the changes discussed

**Vote**: 16 in favor, none opposed, none abstained

**MOTION APPROVED**

* 1. Appointed positions

**Motion to** approve the slate of nominees

**MOTIONED by** Olivia / **SECONDED** by Lorraine

**Discussion:**

* + - Lorraine and James discussed some proposed changes to the Government Relations positions. There is a post conference meeting to discuss more in depth, but a split in the position is reflected in the slate of nominees (Government Relations- NY and Government Relations-Ontario). Cristina agree that since it’s two separate countries, this really is warranted

**Motion to** separate the Government Relations position to Government Relations-NY and Government Relations-Ontario

**MOTIONED by** James / **SECONDED** by Mary Jo

**Discussion:**

* + - * Lorraine found in the Procedure Manual that Government Relations is supposed to be a 4-person committee, but this has not been the case to anyone’s recollection. Liz thinks that this was designed to give others the opportunity to participate, but it’s rarely the case that there’s this much demand for involvement
			* Olivia and Mary Jo spoke to the fact that this is an appointed position, so we don’t need approval from the membership on a specific person, just that both positions exist

**Vote:** All in favor, none opposed, none abstained

**MOTION APPROVED**

(Original motion to approve the slate of appointed positions)

**Vote:** 15 in favor, none opposed, none abstained

**MOTION APPROVED**

1. Budget

**Motion to** approve the proposed budget

**MOTIONED by** Olivia / **SECONDED** by Mary Jo

**Discussion:**

* Lorraine needs to ship the books from last year’s CE to participants, so the projected amount for postage should be higher (only $20 budgeted)
* Jennifer Raynor commented on the Professional Development award, worried that we might have the potential for interest in the whole $6,000 usually allotted to this since in-person opportunities are increasing
	+ Denise commented that if there is demand, going overbudget isn’t out of the question. Virginia agreed, and noted that we’re making money this year.
* Beth noted the discrepancy on line 10. It reads 4@500, but the budgeted amount is $2,500. It should read 5@500
* Olivia summarized changes to the budget since the summer executive meeting:
	+ Stipend for a Webmaster deleted
	+ An income-expense line was added for clarity
* Virginia to edit line 10 of the budget to read 5@500, and change the proposed amount for line 12 (postage) $200 for postage to 2022

**MOTION AMENDED** to include changes as outlined in the discussion to lines 10 and 12

**Vote**: 15 in favor, none opposed, none abstained

**MOTION APPROVED**

1. Procedure Manual

**Motion to** approve changes to procedure manual

**MOTIONED by** Olivia / **SECONDED** by Kim

**Discussion:**

* Mary Jo noted that this will be presented to the membership as a draft
* Due to listserv issues, the board did not receive the draft Procedure Manual

**MOTION AMENDED** rephrased the motion to: approve presenting the procedure manual draft at the business meeting

**Vote**: 11 in favor, none opposed, none abstained

**MOTION APPROVED**

1. Final conference planning details
	1. Stephanie to send last year’s Membership Meeting minutes to Olivia
	2. Olivia to send Virginia treasurer spreadsheet

Mary Jo motioned to adjourn the meeting at 4:58 pm

Lorraine Seconded

Motion approved