

**Board of Directors Meeting
Saturday, October 26, 2019
4:00pm – 4:30pm PT (11 minutes)**

Approved Minutes

Attendance (X – present; R – regrets; A - absent):

x	Ann Erhardt - Chair
x	Jay Antle- Vice Chair
x	Cindy Klein-Banai - Secretary
x	Dave Phillips - Treasurer
x	Jenny Hirsch
x	Monica Dean

x	Richard Miller
x	Charles Richardson- Chair
x	KyuJung Whang
R	Guilbert Brown
R	Meghna Tare
R	Cathy Dove

Management & Guests

x	Meghan Fay Zahniser (Executive Director)

1. Call to order– 3-5 minutes

Called to order at 16:17.

2. Executive Director Employment Agreement

Ann moved to prepare an ED agreement to retain Meghan Fay Zahniser as Executive Director. Dave Phillips seconded the motion. Motion carried unanimously.

3. Board Meeting Frequency

Ann moved to have four board meetings a year (2 in person and 2 via conference call). This would improve reporting and align with quarterly financials and updates. Executive committee meetings should continue to be held before each board meeting. Some concern was expressed about meeting only 4 times a year. The by-laws do not stipulate a frequency so there was no need to vote, but consensus was to meet 4-5 times this coming year.

Meeting adjourned at 16:28.

Respectfully submitted,
Cindy Klein-Banai, Secretary