*These Meeting Minutes are submitted by the Secretary and are subject to review and approval by the leadership board at the next monthly meeting. - Update: Approved 8/20/2017*

# Leadership Board Meeting

Sunday, July 23, 2017 (7:00-8:30pm)

WebEx, Beijing - Hotel Jen (Guomao), Meeting Room 1

Aaron Kruse, Chair - present

Samantha Wong, Vice-Chair - present

Elizabeth Jenkins, Secretary - present

Jim Spear, Treasurer - absent

Randi Miller, Legal - present

Chris Zombik (ex officio, Comms/IT) - absent

James Flanagan, At-Large - present

Kira Leinonen, At-Large - present (joined late)

Phong Quan, At-Large - present

Faith Gary, At-Large - absent

Joshua Lally, At-Large - absent

Ada Shen, Ex Officio - present

Rich Welch, Ex Officio - absent

## Summary of Action Items

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|  | Owner | Action Items |
| Events | Aaron, Sam | Unassigned - Calendar of upcoming elections. (6/25/2017)Aaron, James - Planning social in August, movie/panel in September. |
| Strategy | Aaron | **ALL - Meet with Aaron to define personal objectives.** |
| Membership | Elizabeth | Randi - INN Beijing - Secure table for August meeting. Aaron to attend, plus one other person. |
| Comms/IT | Kira | Kira - Establish Comms Standing Committee. |
| Treasury | Jim | Jim, Randi, Aaron - Pending further review, share proposed financial procedures. |
| Other |  | Randi - Reach out to Angie to discuss establishing Women’s Caucus. |

## Notes

1. Welcome and Roll Call - Chair and Secretary
Attendance noted above. No non-leadership members present.
2. Report from the Chair (Aaron)
	1. Meeting Minutes –
	✋VOTE: Last meeting’s minutes approved by vote of the present board members.
	Check up on Action Items –
	• Treasury – Randi still has some things to review before the draft can be shared.
	• Legal - Rand has copy of ByLaws and online. And Research voter reg rules. (Hold until Sept)
	2. New Comms / IT Director: Kira Leinonen
	 Vacant after Chris has resigned from his elected position.
	✋VOTE: Chair nominates and the board votes to elect Kira to this position. All Present Ayes: Aaron, Sam, James, Randi, Phong, Elizabeth, Jim (Aaron proxy)
	3. New Committee: Communications Standing Committee
	✋VOTE: New motion. Kira will become the Chair and she can populate the committee. Permanent. Responsibilities are the same as the Comms/IT description in the ByLaws.
	Motion (Seconded Randi). All Present Ayes: Aaron, Sam, James, Randi, Phong, Elizabeth, Jim (Aaron proxy)
	4. **Events**
	Successful July 4th events. Let’s continue with some social events.
	(Future events discussed later in Open Floor.)
	5. **Communications**
	• Facebook – Have started doing some post promotion, with more targetted ads planned.
	• Audience analysis – Aaron, James and Phong are planning to do an audience analysis to help support DA China in general, as well as with the efforts of the Recruitment committeee. Questions: What do people want from DA? and Why should I join?
	6. **Strategic Plan Update**
	Current draft (V4) is here: <https://goo.gl/xv4rPR> (view only)
	Aaron – will help insert objectives after interviewing board members. ACTION ITEM: Everyone to meet with Aaron to determine your contributions. And how it relates to the priorities: recruit, engage, GOTV. Example: Sam wants to start new chapter. Randi notes there will need to be bylaws drafted to support chapters.
	►Action Item: Before our next meeting, Aaron to reach out to all members of the leadership board to establish personal objectives that can be tied to the stated goals in the Strategic Plan document.
	7. **Stakeholder Engagement**
	Considering Shunyi events. As well as INN Beijing - Randi is the contact. 75rmb to attend, 100rmb for one person to table. August 28 (last Monday of the month) will be the biggest meeting (just before school). Cannot sell. Sometimes informal lunch afterward. Monday 10-12.
	►ACTION ITEM: Secure meeting. (Elizabeth) Aaron can maybe attend plus one.
	? Ada – is this just a Beijing thing? Do we have a network in other cities? Not that we know of. Also to be considered: other people who ran for the board.
3. Elizabeth – Membership
• Review of Recruitment Report: https://docs.google.com/document/d/1EtkTbicdCYclXj\_ls9t5D7\_lbqkGt7dM8JUHQXOe9I0/edit
4. Treasury – Aaron on behalf of Jim
• Asset review:

• Goal to pay back people on shirts investment (Phong, Chris, Sam and Aaron) and have some cash for printing.
5. Open Floor
	1. Aaron: Bylaws and Chris’ position. At issue is if Chris’ resignation creates a vacancy on the board because a resignation as Comms Director is considered a resignation from the board **OR** does his resignation still allow him standing as a board member without discussion.
	• Randi – When you resign you resign from the board. However, bylaws don’t address the situation where he wants to resign and become at large member.
	• Ada – Intent in writing the bylaws was not meant to limit someone from resigning from excom without resigning from the board. If that is the interpretation, we need to discuss how the vacancy is filled.
	~~~~*Kira joins (from LA, 5am)*~~~~
	• Chris’ intention was not to resign from the board, but from excom.
	• Ada – The bylaws only address resignation from the board, not from excom.
	✋VOTE: Randi – motion to suspend discussion. Sam seconds.
	Excom will continue this discussion later and come to an understanding. Phong asks for clarification: what happens in the interim? Until excom makes a decision, Chris will be considered. All ayes.
	• Aaron – Everyone is welcome and encouraged to continue to think this through and discuss it together.
	• Ada – Apologize for the lack of clarity in the bylaws, but part of the reason they are . Thanks to the leadership team, especially Randi, for the rigor with which we are trying to apply these bylaws. See best practices from other country committees. Hopes that our approach will be lean and .
	2. Randi – Women’s caucus
	They are selling a calendar. Looking for cc to advertise in the calendar. Perhaps $100. Also looking for help with fundraising, budgeting, design. Maybe pass to our members. Also interested in starting a Women’s Caucus Committee – reach out to Angie, Faith.
	►ACTION ITEM: Randi to reach out to Angie to discuss establishing a new DA China Weomen’s Caucus Committee.
	3. James – Next event?
	James suggests that the Movie Night on Aaron’s roof is too dependant on weather. If have an alternate location, can plan more easily. Also, we can experiment with an entertainment event (like a movie) as well as a something for our regular members who will show up for something that requires less effort.
	►ACTION ITEM: After some discussion, James and Aaron agree to organize a small event in August and plan a bigger event with the former Deputy Mayor of LA who will be back in China in September to promote her book (perfect for a Bookworm event). September will also be good for incoming students at Lush Rush (talk to Josh). September also good for event in Shanghai (Sam).
6. End of Meeting. Next meeting likely in 4 weeks. Elizabeth to confirm with leadership.