

ORNCC Board of Directors Meeting, Portland, OR,
December 10, 2011
Minutes

Present: Gary Baran, Steve Blechman, Sally Marie, Gray Moen

Absent: Cuck Powers

Guests: Judy Rintoul, Chris Riehle, Craig Hennecke (for part of meeting)

The meeting was called to order at 10:07 am.

Remembering and check in.

Review of action items from November meeting:

1. Judy agreed to send information about a back up for Skype calls, previously sent to Chuck, to all board members. *Done.* **Chris and Judy agreed to send Gary their Skype addresses so Gary can initiate future Skype calls.**
2. Gary will request that Chuck provide us with a list of all he has been doing for ORNCC so we can be sure that all of those roles are filled. *Gary sent such a message to Chuck, and another outlining what he believes Chuck's responsibilities have been, but has not received the information from Chuck he was seeking..*
3. Within the next week Steve and Gary will draft a fundraising letter (including a request for feedback about how we can better serve the NVC community, improve website, etc.) to be sent to our email list. This will be forwarded to Chuck to be sent by Thanksgiving. *Done.*
4. In response to Fred Sly's request to meet with the ORNCC board in December to discuss the relationship between ORNCC and OPP, Steve will ask Fred for a written proposal at least two weeks prior to the December meeting. *Done.* (Fred sent a written response on December 9, 2011 but no plans were made for him to attend the board meeting.)
5. Judy agreed to email the board some written material about some ideas she has for possible ORNCC projects. *Done.*

Meeting with Craig Hennecke, a possible paid administrative assistant for ORNCC: Craig said he does web design for another nonprofit organization (Portland Central America Solidarity Committee) has looked at our website and said he is confident he could provide the services we need. Gray suggested that if we Chris agreed to look at the website and let us know if he feels he could handle the responsibilities associated with maintaining it. We agreed to hire Craig, on an hourly and possibly temporary basis, as of January 1, 2012, to do this work. **Steve will convey this message to Craig. Gray will attempt to speak with Chuck to facilitate this transition and to ask Chuck some other questions (e.g. about a template for board stationery, needed to change names on bank account, and how to cancel phone and voicemail service.** We may ask Craig to give the board a tutorial on the website so others also understand how to administer this.

Old Business:

1. ORNCC voicemail account—Do we wish to continue this and, if so, with what features and company? We agreed to discontinue the phone and voicemail, and **request Chuck to cancel both the phone and the voicemail service as of January 1.**

New Business:

1. Gray's future on the board: His work travel has made it difficult or impossible for him to attend past board meetings and appears to be a barrier regarding future board meetings. He expressed a commitment to attending board meetings that don't conflict with his schedule.
2. The January 2012 board meeting will be held on Sunday, January 15, at Steve's home in Portland.
3. We agreed to hire an accountant in 2012 to do ORNCC taxes.
4. Website update: We might first have a facilitated discussion about ORNCC goals, and create a strategic plan. **We agreed to come to the January meeting prepared to present our vision and goals for the coming year** and to consider finding a volunteer to facilitate a strategic planning session in the future.
5. Discussion of Judy's idea for conference with OSU: **Judy agreed to explore this further with staff at OSU (e.g. offer scenarios, assess their needs, etc.) and report back to the board in January or February.**
6. Possible relationship with OPP – **We agreed that Chris and Steve will draft a letter to Fred Sly in response to his request for a relationship between ORNCC and OPP and they will send the draft to the rest of the board members for input.**
7. Gratitude to Chuck—Steve will follow up on our plan for a gift for Chuck

Check out and adjourn 3:57

Action items in boldface above.

Respectfully submitted,
Gary Baran, Secretary