

**ORNCC BOARD OF DIRECTORS
MEETING MINUTES OF AUGUST 11TH, 2013, EUGENE, OR**

PRESENT: Gary Baran, Steve Blechman, Sally Marie

1. The meeting was called to order at 10:10 am, followed by a check in.

2. Action items from prior meetings:

a. Sally will invite John Abbe to consult with the Board about website development at our August 11th meeting and will also ask him about his plans to put out a Eugene newsletter. DONE

*b. September event: Steve will make a list of tasks that need to be done in connection with the event. DONE He will also ask Joe Mitchell to bring all of the educational materials he has to the gathering. DONE Steve will include this in his announcements about the event. Steve will post announcements between now and the event: one to be sent soon, one a month before the event and one a week before. These will include a link to directions to the site. DONE We will offer free frozen yoghurt as well as ice cream at the event. **Steve will ask Craig to email information about the event to all certified trainers in Washington State and California. NOT DONE Steve will contact Craig about this within the next day or two.***

c. Sally agreed to bring to the September event copies of the procedure for how people can be nominated to the board.

d. Gary will inform Craig Hennecke that the board has approved his raise. Steve will ask Craig to write a job description of what he does, as well as see if he can make it possible for emails that get forwarded from the website to board officers to automatically have "ORNCC" indicated in the subject line. DONE

*e. **The Board will ask the Governing Council and former Board members for help in finding new board members. Sally will send out a message to this effect after we get a list of these people and their email addresses, which Steve we will ask Craig to help collect (from old board minutes). NOT DONE Gary will forward the draft letter to Sally who will send it to the people we have identified.***

*f. Steve agreed to ask Craig to (a) send each board member the mailing list, and (b) to establish a method for testing if mailings from the board are reaching the membership; and if they are not, (c) to remedy the situation and (d) to notify the board members of actions he has taken to address this matter. (a) DONE (b&c) DONE; (d) **NOT DONE Steve will follow up when he next sees Craig to see if the situation has been remedied.***

3. Treasurer's Report: review of current financial situation and preliminary discussion of creating an annual budget.

4. Old Business—

a. Update on September event— Steve said three people responded to his call for volunteers to help, not including Tim Buckley who had previously offered to help. **Steve agreed to arrive at 8:30 a.m., with poster boards, clothesline and markers for signage; Gary will check on receipts for donations and see that they are available and bring name badges; Steve will see if Tim is willing to handle getting ice cream and yoghurt. Sally will bring a clipboard for sign in (asking for name, email, choice of ice cream or yoghurt) to be passed around the opening circle. Some of us may bring chairs.**

b. The Board approved the job description for web administrator provided by Craig Hennecke, modifying the initial draft by changing "Steve" in item 7 to "Board liaison". (The approved job description is attached below.)

c. Review of policy and form for requesting funding support from ORNCC, and request by Fred Sly for educational materials for OPP. **Gary will send the revised versions of the policy and form to Sally and Steve; when approved Steve will ask Craig to post them on the website. The Board agreed to give OPP the DVDs we have in stock. Sally will draft a letter to Fred, for board review, indicating why we are offering only this limited support for OPP at this time.**

5. New Business

- a. When reducing its stock of educational materials, and discontinuing selling such materials, board members may retain some educational materials for promoting NVC/ORNCC.
 - b. The Board reviewed Craig Hennecke’s proposal for overhauling the website. ***Steve will let Craig know that we our impression is that his proposal seems more focused on revising the current website than creating the kind of new interactive website that we would like.*** Among other features, we agreed we would like people to be able to post their own trainings and practice groups (without altering information posted by others); to include material helping people to learn NVC; blogging functionality; perhaps lists of films, books, etc. that users of the site recommend as resonant with NVC; and community pages facilitating connection between NVC practitioners in their local communities.
We will let people know at the September gathering that we’d like help creating a new website. Gary will see if the former web master of CNVC might be able to help us move forward with this project.
 - c. Policy re. posting items on ORNCC website that are only tangentially related to NVC—We agreed this could be part of a new website design, with mutual links to various groups that support NVC.
 - d. Board members brainstormed about how to sustain ORNCC, contribute to its mission, and attract enthusiastic support.
 - e. Integrating mailing lists--***Steve will ask Craig to address this matter and be sure we have one integrated (and dynamically updated) email list for our use.*** (This might be facilitated by a new website.)
 - f. Possible 2nd annual winter gathering, Sally reported that Judy Rintoul is willing to negotiate the price for our use of Chemeketa Community college for such a gathering.
6. The meeting adjourned at 3:15 pm to the September 22nd meeting in Yachats.

Action items in bold and italics above.

Respectfully submitted,
Gary Baran, Secretary

Job Description for ORNCC Web Administrator (approved by ORNCC Board on 8/11/13)

- 1. *Manage the mailing list for ORNCC (Portland, Eugene, Oregon) but not work on the ORNCC newsletters.*
- 2. *Administering workshops and practice groups postings listed on orncc.net*
- 3. *Handling all emails to webadmin@orncc.net*
- 4. *Respond to requests from board members after board meetings and between board meetings.*
- 5. *Post board meeting schedules and meeting notes.*
- 6. *Update information pages on orncc.net as needed.*
- 7. *Work with Board liaison on announcements, emails and other ORNCC tasks as needed,*
- 8. *Research projects as needed.*