

**ORNCC BOARD OF DIRECTORS**  
**Minutes of the MARCH 16, 2014 MEETING, noon-4pm**  
**Gary's House, Eugene**

**1. Call to Order and Check in 12:45**

**2. Action items from previous meeting:**

- a. Sally agreed to contact Jill Canneflex or post a request for another photographer to provide photos for the new website. **Done**
- b. Sally agreed to contact Suzanne about materials in Spanish for the website. **Selene will submit some materials in Spanish.**
- c. Sally agree to sign and send in the Terms of Contract to Great River Digital for the new website. **Done**
- d. Gary agreed to send a check for deposit to Great River Digital as a deposit on the website. **Done**
- e. Steve agreed to ask Craig if he's familiar with Wordpress. **Done.**
- f. Gary agreed to consult with Kay and Julie of Great River Digital about our Website needs. **Done.**

**3. New Business**

- a. *Complete State of Oregon annual report. **Done. Gary has passed it on to Chuck who will handle it.***
- b. *Discussion of Guidelines for ORNCC Sponsored events. **Put numbers instead of check marks. Other changes made and approved.***
- c. *Update on Website project.*
- d. *Training for Board administrator(s) of website.*
- e. *Getting testimonials for posting on new website.*
- f. *Board oversight of e-newsletters (relationship with Sarah Peyton, etc.)*
- g. *Enewsletters currently archived on website and what's involved in transferring to new website.*
- h. *Request for ORNCC support for Portland Home Forward.*

***h. Discussion of request from Home Forward for training the residents.***

*Sally will be the board liaison with the staff re training. Get clear what their need is. How many people would be trained?*

*If ORNCC decides to pay a trainer, the job will be offered to all 5 certified trainers in Portland. First we want to clarify if we offer to train the staff rather than or before training residents.*

***c, d, e, f, g. Discussion about the new website.***

*ORNCC will be signing a contract with Great River Digital for construction of a new website.*

*Gary has been in weekly contact with Kay and Julie of Great River digital. The Board discussed multiple questions for Gary to communicate to Kay and Julie.*

***Enewsletter archiving.***

*If old newsletters can be archived without adding pages to the website, we would like that option.*

***Changes to Regional areas:***

*Eugene/Springfield*

*Southern Or area, Ashland/Medford/Grants Pass*

*Bend/Sisters/Redmond*

*Corvallis/Albany*

*ADD: Other Oregon*

***Contact Us:*** *have only "General" which will include the Board.*

***Under Independent Trainer and Consultants,*** *change Counselors to Consultants. Oregon law has changed so only licensed people can be called "counselors."*

***People will sign up anew to be on this list in the new website.***

***Administrating the Site***

*Craig continues on a day-to-day basis.*

*All Board members can have the training to be able to make some basic changes. This training can take place as a conference call.*

***Question for Gary to ask Kay and Julie:*** *can a Board member review a post request made by a non-certified trainer and then post it?*

***Events Calendar:***

*Change fall off to the day After an event ends*

***P.5*** *For workshops want a starting and ending time for every day of a workshop. Fred has found a way to do this on his Rose City website.*

***ORNCC special sponsored events*** *can be featured on a Banner on the home page and on events page?. How can this be done?*

**P.6 Practice Group Info.** Do not require location address. Add fee if any.

**Registration and paying for events:**

Options are Paypal or by check

**Donations** also Paypal or by check. Reiterate that ORNCC is a 501.c3 and donations are tax deductible

**Testimonials:**

Can we add them as we go along rather than add them all now?

Get about 6.

Sally will contact trainers to send in testimonials.

**Newsletter:**

We want a clear agreement with whoever is writing the newsletter.

Makes sense to have one newsletter for the whole state with events listed by area in which they take place.

Do we have the webmaster or us be the one to send out the newsletter to the whole state?

Sally will talk to Sarah Peyton to find out if she wants to continue putting together the newsletter.

Enewsletters can be archived and accessed when they're archived at MailChimp.

**Emails:** It's important for Board members to be able to identify that an email has come by way of the ORNCC site.

**Multiple Language Support:** Selene will provide a "What is NVC" document in Spanish and a Feelings and Needs list.

Selene will field inquiries in Spanish.

**The board chose to use Backup Buddy services for \$80/year.**

**Maintenance plan:** agreement to use Tier One plan. \$75 a quarter.

**NEXT MEETING: APRIL 20 4-6. PHONE CONFERENCE. If a lot to discuss, 3-6.**

**Appendix: Guidelines for ORNCC Sponsored Events.**

## **GUIDELINES FOR ORNCC SPONSORED ACTIVITIES/EVENTS**

Purpose of guidelines: to help ORNCC easily oversee the responsible handling of events that produce value for participants, enhance the reputation of ORNCC and contribute to its mission to spread NVC in our region.

After the board agrees to sponsor an event, one of its members will assume the role of **board liaison**.

This board member will be authorized to speak on behalf of the board and to make decisions regarding the activity project.

### Responsibilities of Board Liaison

1. Obtain coordinator's contact information and contact information for 2 or 3 people assisting the coordinator.
2. Make an agreement with the project coordinator to have regular and ongoing contact throughout the planning and execution of the project.
3. Obtain the following from the project coordinator and be prepared to report to the Board:
  - A description of the purpose and plan of the activity.
  - A timeline for the organization of the event to assure that enough time is allowed to find a venue etc to avoid undue stress.
  - Draft of publicity with the understanding that the ORNCC Board will have a chance to review and have input into notices about the event before they go public. The Board will decide whether ORNCC's name/logo will appear on publicity materials.
  - Plans for registration.
  - Clarity about any funds being requested of ORNCC
  - Proposed budget.
  - Number of people expected to attend.
  - How success will be measured.
  - Clarity about additional help coordinator may need and plans to get it.
  - A contingency plan if event needs to be cancelled or rescheduled.
4. Make clear written understandings with the project coordinator regarding the following:
  - Money: how will checks be made payable? How will funds get to ORNCC and/or vendors? If there will be fundraising at the event, how will this be done?
  - Legal issues: if any are involved how will they be handled, eg liability insurance?
  - Event participants will be encouraged to join the ORNCC mailing list, sign up for newsletters and will have an opportunity to donate to ORNCC.
  - Event participants will have an opportunity to provide feedback on their experience and a summary of this feedback will be shared with the board following the event.
5. The coordinator will provide a brief written report to the Board indicating # of participants, general response, highlights, follow-up plans and requests. These will be posted on the ORNCC website.