**DISPUTE RESOLUTION CENTER**

**BOARD OF DIRECTORS’ MEETING MINUTES**

**APRIL 16, 2020**

**Meeting**: A meeting of the Dispute Resolution Center Board of Directors was called to order at 5:39 p.m. by phone.

**Board members present**:

Mickey Lahmann - Vice President

Beth Hyer - Secretary

Kitty Parker - Treasurer

Mary Barrett - President

Bob Butts

Carla Carter

John Skinder

Mary Sue Wilson

**Board members excused**:

**Board members absent**: Matt Gerard

**Staff present**:

Jody Suhrbier, Executive Director;

Joe Sanders, Community Engagement Manager

**Guests present**:

SNACK PEOPLE: Mary & Bob

**April Agenda Synopsis**:

**Consent Agenda**:

• March 19 Meeting Minutes

• March Dashboard

**Operations Documents:**

• Business Continuity Plan

• Financial Projections

• Emergency procedures

• Emergency Succession Plan

1. Convene & Connection Moments - Mary

2. **Action Item**: Consent Agenda - Mary

3. Continuity of Operations Documents (listed above) - Jody

4. TOAST in lieu campaign update - Joe

5. Board Self-Assessment– Mary / Mickey

6. May Food Providers (if in person): Mary & Bob

7. Adjourn

**1. Convene & Connection Moments - Mary**

Mary encouraged a conversation about what surprised people most about teleworking.

**2. ACTION ITEM: Consent Agenda - Mary**

Mary spoke briefly about what our practices have been in regards to the Consent Agenda since we adopted it; that we have been including things like committee reports that really should not be included in the Consent Agenda; that going forward we would be adopting best practices to make the process more pure. Mary reviewed the documents in the consent agenda and checked in with everyone about them.

BOARD ACTION: Mary Sue proposed we move to approve the minutes; Kitty 2nd. All in favor.

**3. Continuity of Operations Documents – Jody**

• Jody first oriented us to the Business Continuity Plan document. In Part I, Programming, and Part 2, Operations, the critical functions are listed and each delineate recovery time, staff lead, essential and backup resources. Jody asked the Board members to consider two questions after thoroughly reviewing the document: What did you learn AND what do you wonder about?

• Jody next went over the Dashboard for Financial Projections as of 4/16/2020. She informed us that the DRC was approved regarding the Shared Work program to help make up difference if staff need to reduce their hours. Also the DRC applied and received CARES funds in the amount of $65,000. With the assistance we have been able to receive so far and because we started off this year in a healthy position financially, any significant hardship is delayed until July. Staff slowdowns will be delayed and reassessed this summer.

• Jody next talked about the Safety Policies document, which is being revised. Emergency Preparedness resides in the Safety Policies document. The Infectious Disease Response portion is under the Emergency Preparedness heading.

• The last document reviewed was the Emergency Succession Plan. This is a document that Evan Ferber, the original Executive Director, wrote. This document has been given to the Policies Committee for review and is in the process of being updated.

**4. TOAST in Lieu Campaign Update - Joe**

Joe updated us on the gross revenue for the non-Toast event so far, $60,000. There were 98 one-time gifts received for $25,000. People were more generous than people have been at the actual event for an average of $260 donated per person. One of the downsides of not having the event is it drastically reduced our first time donors from 62 last year to 4 this year. Joe is launching a new campaign, the Spring Appeal, which went out on April 24. This appeal focuses on the need for support to not only help us maintain our core capacity, but to build our capacity to serve our community in new, creative ways going forward, such as virtual mediation and training.

**5. Board Self-Assessment Update - Mickey**

Mickey oriented us to the Boards in Gear self-assessment we did and how the data was compiled from that. She then talked about us breaking up into groups to discuss the different sections related to that assessment and bringing that information back to her so that she could compile an update. When doing the assessment, please look at through these questions: What can we celebrate? What should we remember? What actions might we take? How should we proceed with this? What can I do to be a more effective Board member? Mickey gave us assignments regarding who we were paired with and what section we would review with our partner. She asked that we complete this task and send her the notes by April 30.

**6. May Food Providers:**

If we have an in-person meeting in May, Mary Barrett and Bob Butts will provide the food.

**7. Adjourn**

Meeting adjourned at 7:01 p.m.

NEXT MEETING: MAY 21, 2020, 5:30 P.M. at the DRC offices