



**PDA Board of Directors Meeting by Zoom Conference Call  
April 14, 2020, 9:00 – 11:30 a.m. EST  
Meeting Minutes**

**Color Key:** ACTION ITEMS highlighted in Yellow. VOTES highlighted in Turquoise. FUTURE meetings and agenda items

**In Attendance:** (X=present)

X	<b>Kelly Gfroerer</b> <i>Executive Director</i>	X	<b>Jody Malterre</b> <i>Co-Chair</i>	X	<b>Ari Hurtado-Molina</b> <i>Co-Chair</i>
X	<b>Nuria Rodriguez</b> <i>Director</i>		<b>Agust Jakobsson,</b> <i>Director</i>	X	<b>Judy Wu</b> <i>Director</i>
X	<b>Gloria Cleve</b> <i>Director (Joined at 10:00 am)</i>	X	<b>Yogi Patel</b> <i>Director</i>	X	<b>Lois Ingber</b> <i>Secretary (non-voting officer)</i>
X	<b>Suzie Bohm</b> <i>Treasurer (non-voting)</i>				
X	<b>Jane Nelsen</b> <i>Founder</i>	X	<b>Lynn Lott</b> <i>Founder</i>	X	<b>Brad Ainge</b> <i>Consultant</i>

Meeting Called to Order at 9:00 a.m. EST

1. **Financials** - Suzie B. reported certification workshops declined 50% due to the pandemic. Budget modifications are being made to accommodate priorities. Increase in online offerings is suggested. Assistance through the Paycheck Protection Program for small businesses is being pursued. The loan covers W-2 employees, not contractors.
2. **Member Needs - COVID**
  - a. Online training – Kelly is working with Jane, Brad, and Trainers to establish the content and protocols for online certification workshops. This includes a Spanish version with help of Karina, Ari, Gina, and Gigi. It will involve watching the videos, and the Trainer discussing and doing activities online. The goal is to keep the fee structure the same as live trainings to retain the value, as well maintaining similar revenue for the Trainer. PDF download options are planned for the Spanish manual. Copyright use needs to be determined
  - b. Adapting, accommodating, re-authoring, adapted with permission, privately adapting versus making it public, writing Zoom tips. Clarification is needed on how to adapt activities for online. It is not a change of the activity itself. Permission is needed from the author if a change of the activity is desired, and names of authors should not be removed. Online facilitation tips should be added as a footnote, e.g. “This is adapted for online version with the author’s permission.”
  - c. Events.
    - Atlanta Conference will be virtual, and Kelly has contacted the presenters. The contract has been moved to 2022.

- Madrid TT is on hold.
- d. In-person BOD meeting will not occur in July due to COVID-19. Extra virtual BOD meetings will occur instead.

**3. Strategic Plan. - Deferred**

**4. Topics for Decisions/Votes.**

- a. Bylaws Change. Gloria moved and Yogi seconded to change the composition of the BOD from 5-7 members to 5-9 members. **Unanimous approval of those voting members present.**
- b. Officer Terms. **Deferred.**

**5. Mentor groups - Deferred**

**6. Zoom lessons - Deferred**

**7. Online accommodations for activities.**

- a. Zoom PHP sessions – every Monday 7pm EST

Closing appreciations were shared.

Meeting adjourned: 11:35 a.m. EST

**Upcoming Meetings: 2020 Meeting Dates**

**All Tuesdays from 9:00 - 11:30 a.m. EST:**

May 5, 2020  
June 9, 2020  
July 8-9, 2020 (virtual)  
August 11, 2020  
September 8, 2020  
October 13, 2020  
November 10, 2020  
December 8, 2020

**Electronic votes since March 17, 2020 meeting:**

3/31/20: Approval of March, 2020 meeting minutes (Yogi, Agust, Jody, Ari, Judy)

Respectfully Submitted by

Lois Ingber, Secretary