

PDA Board of Directors
November 10th, 2016 Meeting Agenda

MEMBERS PRESENT: Carol Dores, Co-Chair; Nadine Gaudin, Co-Chair; Chantal Bourges, Treasurer; Lois Ingber, Secretary; Kelly Gfroerer, Director of Training and Development; Shuli Zheng, Special Adviser; Brad Ainge, Independent Consultant. ABSENT: Kelly Pfeiffer, Director; Kristin Hovious, Consultant, Gina Graham, Special Advisor.

Compliments and appreciations were expressed.

Review how we work together: Be respectful of one another, listen for understanding, request specificity -ask curiosity questions, trust the process, work it through, maintain deep sense of gratitude and appreciation for everyone, Honesty, Be open in our needs, Appreciate we may go to “flipped lid” and recognize that in ourselves and others...allow for calm breath...wait, allow for ease and fun, know “we’ve got this”, be kind and firm, busy peaceful, what is said with to us stays with us-- confidentiality, self-care. PDA needs must come before our own, if there is a conflict of interest we recuse, Presuming positive intent, focus on staying ahead/think outside of the box. Put a pen up if you have something to say. Try to work on consensus, but go to vote when needed (July 2014, updated January 2015)

1. The meeting was called to order at 9:05 a.m. EST. Carol welcomed Kristin and Shuli as Consultants and reviewed the above agreement for BOD functioning for the benefit of new members. She explained that even though their positions are non-voting, they are encouraged to contribute to all discussions. Carol also explained Gina Graham agreed to serve the BOD as a Special Advisor. We also agreed that there would be up to three business days for comments/voting, and then we will move forward, as long as there is a majority.

2. INTERNATIONAL. BOARD ADVISORS. Kelly G. reviewed the difference between Consultants and Advisors. Gina Graham and Gigi Nunez are examples of advisors, those in other countries who can communicate and collaborate with the BOD. Lois inquired if the Consultant position makes obsolete having Liaison positions for the BOD as these are currently in place for some countries. Nadine commented it could be helpful having a liaison. Kelly and Lois suggested this could be determined on a case by case basis. **ACTION: PLACE ON AGENDA FOR JANUARY.**
ACTION: Kelly stated Spain can be asked about this.

3. APPLICATION QUESTIONNAIRE FOR INTERNATIONAL PARTNERS. Nadine inquired who will do this and by when. **ACTION: Nadine volunteered. ACTION: Kelly will put on basecamp for review.** This could serve as the application along with supportive documents. Kelly and Taisha could put this on surveygizmo so it can be tested. Brad emphasized the need for indicating it is one per country. Rollout time was discussed as being before the annual renewal period, which varies with each partner. The current discussion primarily applies to Spain. In response to query, Brad replied memberships are not reciprocal, that members of partner organizations are also members of the PDA, but not vice versa. The dual membership is from the international country with the PDA.

Kelly recommended that if someone is a member of a partner organization to wait until the next membership period to become an Affiliate. **ACTION: Carol suggested tracking the financial analysis of these.** Chantal: Membership in France is one level only vs. multiple levels of the PDA. Brad stated that dual memberships are on file in the PDA at the appropriate level. Kelly G. stated this needs to be in the agreement for ACT purposes. Brad stated this should be easier going forward.

4. UPDATE ON CHINA CONFERENCE AND ACT. Shuli reported that the ACT is going well. Lori Onderwyzer (ACT facilitator there) noted some lack of experience teaching PDC and some not as familiar with the core activities. She observes a cultural difference, because being a Trainer is viewed by many in China as a business and that the preparation is not as thorough as for others attending an ACT. Shuli previously discussed with Kelly G. having an LT to help review the documents to determine the most qualified applicants. Kelly G. proposed that one of the solutions to address competition could be a set schedule for when ACT's will be held, such as twice a year, and to advertise these far in advance. Lois indicated there is a template used in the first China ACT which logs all preparation requirements for ACT such as the number of parenting classes taught, etc. **ACTION: LOIS send template to Kelly and Shuli for review.** Kelly reported there is one applicant for Barcelona already.

China Conference. Organizers are planning for the next ACT to follow the annual conference in May, 2017, and that there is a long list of applicants. In response to inquiry by Shuli for a second to be scheduled, Carol suggested first posting the Conference ACT to see how many respond and then decide if a second is needed. Kelly G. suggested staying with the expectation there will be one in the spring, one in the fall. If it is filled and there is a wait list, a second ACT can be added at that time. **VOTE: Unanimous.**

Shuli requested there be more connection between China, CPDA and the PDA, for example every year at conference having one BOD member be invited to come to increase collaboration and gain awareness of how things happen around the world. She also suggested both the PDA and CPDA split the cost of this. Carol responded that is a China conference, not a PDA sponsored conference, that the PDA has never paid for something like this and would not be affordable on an ongoing basis. She explained this is the purpose of having an Advisor. Kelly G. suggested a portion of the membership funds collected from CPDA could possibly be used for this, and that having BOD members at conferences would be very difficult with so many throughout the world. A BOD member could be invited to present, however.

ACT. Lori Onderwyzer and Steven Foster are engaged in the ACT process. Shuli reported they are encountering cultural competency issues and that the two-day core workshops may not be enough to gain knowledge of the model. Shuli inquired if there could be special circumstances allowing longer core trainings. Kelly G. explained this comes up with other cultures as well, and that not everyone gets the model, even in the U.S. For consistency, the BOD changed to equal standards. Additional optional workshops can be offered beyond the two-day core workshop. Lori can be in touch with the BOD if she prefers.

ACT Certificate. Discussion if Candidates can work more with an LT before attending ACT to be better prepared. Lois responded several things are in place: sufficient experience teaching parenting classes and teaching students in classrooms for PDC, having a mentor, self-reflection about one's readiness to be a Trainer. Carol pointed out some prefer to work on their own and learn from mistakes, so there are a lot of choices. **ACTION: Kelly: can add wording on the website to encourage working with a mentor.**

Shuli inquired when the CPDA can sign the contract with the PDA, and what kind of contract will be used. Carol replied it should be ready very soon as it has been worked on. The list of requirements will be part of that. Shuli reported there is now an official organization recognized in China. Carol offered sharing the PDA's By-laws as a model for the CPDA. **ACTION: Kelly, Carol and Nadine will work on which version is the current one to be able to share. There is a copy on the PDA website which will be cross-checked.** Shuli offered to help with translation. Kelly G.: Some documents are ready. **ACTION: Shuli will review which ones are ready to translated. ACTION: ACT bilingual Chinese/English related will be put on the website.** Shuli noted current activities need to be translated. Kelly G. proposed doing one project at a time, and that for translations to put both English and the other language together to cross-check.

5. PDA CERTIFICATION FEES AND FOREIGN EXCHANGE RATES. Brad inquired about this being a percentage. Following discussion, a proposal was made for a .093% of the workshop fee, which is comparable to the U.S. early bird certification fee to workshop fee ratio. Brad: Back office considerations are that it can be paid through Paypal, or credit card. Taisha processes the invoice. Materials don't cost the same in each country. **VOTE: Unanimous that .093% be used for certification fee applied to each early bird fee, pending feedback from other countries.**

AGENDA for December or January: Discuss further with Trainers from other countries, also.

ACTION; Brad will speak with Omneya and respond to the BOD for a vote. Brad will also reach out to other international Trainers.

ACTION: Shuli to ask people in China who do this as a business for advice before making policy. Nadine: France currently pays \$20 certification fee until July, 2017.

6. ACT. Kelly reported some inconsistencies with how people are understanding and using Option 2. She clarified being an assistant vs. co-facilitating, to get experience. For Option 2, all the documents need to be in place before being approved to co-facilitate, just as if preparing to attend the ACT. Then the Candidate can co-facilitate with an LT or in some cases a Trainer, if they have been approved by the PDA in advance of co-facilitating. **ACTION Kelly G. to determine if language on the website needs to be improved.**

7. ACT REVIEW COMMITTEE. Lois reported on progress of the committee and shared three updated documents for review: Facilitator Selection Policy, LT Guidelines, and role of Assistants. Other documents ready to be placed on the website page for LT's "Guide for Facilitating Core Workshops" include: Sample Activity Choice Letter, Feedback Process, the Core Activity List for ACT's, and the Core Activity List for TP and PDC. **ACTION: Members asked to review the three documents on Basecamp and make comments by November 17.**

8. ACT ABROAD PAYMENT. Chantal reviewed financials. **(NOTE: Chantal, please add what I might have missed for the minutes).**

9. PDC MANUALS REVISION UPDATE. Kelly G. proposed a task force of those using the manuals for feedback. She can create a surveygizmo or Zoom meeting. Lois asked about including the revisers. Response: The PDA is the publisher and this was previously discussed with them. **ACTION: Kelly will follow up on this.**

10. CERTIFICATION FOR PDC FOLLOWING A PRIVATE SCHOOL TRAINING. Nadine inquired about people requesting CPDCE who previously received PD training in their school, though not intended initially for certification. Kelly G. suggested this be reviewed on a case by case basis following a request in writing from the Trainer. She pointed out there is a process involved (rosters, End report, etc.), the files need to be in English, and indication of meeting all the requirements of the PDC such as facilitation practice. Discussion that the Trainer be responsible for paying the certification fee, as the PDA does not separately bill schools for certification fees. Kelly G. suggested Trainers offer the school a choice up front to include all the fees involved. **ACTION: Kelly and Nadine will review the documents submitted for certification then send to the BOD.**

11. CONFERENCE/TT. Nadine reported a net loss from the East Coast Conference (ECC), which was expected. **ACTION; Chantal will send the spreadsheet.**

12. Carol suggested grouping together the next East Coast Conference, an ACT and an LT training. In response to query of having an ECC, Carol explained the goal to bring PD to a place in the U.S. where awareness is low. Brad: BOD needs to consider the recent election and how to consider what areas to target. Lois observed the states that voted red have few or no active PD'ers. **AGENDA for January in person BOD meeting to discuss this question.** Kelly G. proposed moving forward with an ACT and LT Training in 2017 at the same time as the ECC, **if** there is an ECC. **VOTE: Unanimous.**

13. MARKETING. Brad proposed having a budget to promote workshops, such as on Facebook. **VOTE: Unanimous for the PDA to spend \$100 per workshop for marketing when PDA is taking registrations, and try this for 3 mos.**

14. AUTO-RESPONDER EMAILS. Brad reported that since Wild Apricot does not have an autoresponder email service (pre-defined emails that go out on a schedule once someone signs up.) he recommends using the PD.com Constant Contact account to send auto-responder emails to new core workshop participants. These emails would go out once a week after we receive the rosters and would give Parent Educators and Classroom Educators valuable information about utilizing their training and the resources of the PDA. **VOTE: Unanimous to send out a weekly announcement for 2 mos. re: benefits for completing the core workshop, how to post classes, etc.**

15. CHANGIN THE NAME OF THE PDA. Nadine proposed changing the name of the

PDA to “International Positive Discipline Association.” The rationale is that the PDA is moving from being U.S. centered to being international. Carol suggested this could be included in the new logo. Discussion if people like being connected with the U.S. PDA, and that this may not be true for every country. Chantal pointed out NLP, etc. have affiliates with standards. **ACTION: Everyone go onto Baseline to contribute to the objectives for the logo.**

16. FINANCIAL POLICIES. Carol suggested there be three signers on accounts: the Treasurer, a Co-Chair and the new accountant. Chantal pointed out Amy uses the debit card on a regular basis for deposits and purchases. Discussion to eliminate this and instead use a credit card. **VOTE: Approved unanimously for three signers.**

17. BOD TRAVEL POLICY. Carol proposed change the wording of the policy to reflect member paying additional cost if traveling from somewhere other than one’s home. This was previously in the approved travel policy – the wording changes were to make it more clear. **VOTE: Unanimous.**

18. BOOKKEEPING AND FINANCIAL STRUCTURE. Brad updated on the transition to the new bookkeeper, Jennifer. She requests one person to send her requests for payments. Brad will be the contact, and that everything will be shared with Treasurer. This enables the responsibilities of the Treasurer to be as outlined in by-laws. Chantal clarified the process for payment, and that the co-signer needs to be U.S. based. **ACTION: Carol and Chantal will meet by Nov. 18 to add Carol as a co-signer.**

Other

19. BASECAMP USE REVIEW. **ACTION: Moved to December agenda.**

20. INFRASTRUCTRE AND STAFFING. Kelly G. reported Taisha has gone back to college and is unable to fully meet position obligations. Katherine Babcock is also helping with office and research. Taisha’s mother, Kelley Likes, offered to help out with office needs. Proposal to use same rate of pay as Taisha and be under Kelly G.’s supervision. **VOTE: Unanimous.**

Consent Agenda (things that just are for information and do not need to be discussed).

TT location 2018 - task force reached out to hotels around San Diego for TT/Conference 2018, and have not been able to come up with a location that will meet the space and cost requirements. Carol will reach out to Sheraton Mission Bay, which was close in 2016, and will report at December meeting. If this option does not work, we will need to find a person to lead this search quickly.

Meeting adjourned at 11:30 a.m. EST

NEXT MEETING: DECEMBER 8, 2016, 9:00 a.m. EST

Respectfully submitted by Lois Ingber, Secretary