



**PDA Board of Directors Meeting: Via Zoom Conference Call
October 8, 2019, 9:00 – 11:30 am EST
Meeting Minutes**

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

In Attendance: (X=present)

X	Kelly Gfroerer <i>Executive Director</i>	X	Jody Malterre <i>Co-Chair</i>	X	Cathy Kawakami <i>Co-Chair</i>
X	Ari Hurtado-Molina <i>Director</i>	X	Kelly Pfeiffer <i>Director</i>	X	Judy Wu <i>Director</i>
X	Yogi Patel <i>Director</i>	X	Gloria Cleve <i>Director</i>	X	Agust Jakobsson, <i>On-boarding Director</i>
X	Lois Ingber <i>Secretary (non-voting officer)</i>	X	Suzie Bohm <i>Treasurer) 9:00 – 10:00 a.m.</i>		
X	Jane Nelsen <i>Founder</i>		Lynn Lott <i>Founder</i>	X	Brad Ainge <i>Consultant</i>

Meeting Called to Order: 9:00 a.m. PST

Compliments and Appreciations were shared. Welcome to Agust!

1. Financials and related updates

- a. **LT Retreat Budget.** Contract signed for the Wyndham, continental breakfast included. A formula for travel stipends will be calculated based on number of miles traveling. LT's pay for own rooms.
- b. **ADP Services Upgrade.** ADP supports the PDA's back office functions, and an upgrade has been implemented. An employee handbook is also being created.
- c. **Update of PDA Move from SC to GA.** State laws do not allow a move of the nonprofit from South Carolina to Georgia. The PDA will keep the SC registration and plans to add a business license to be registered in Georgia. The PDA still needs to abide by SC nonprofit rules.

2. Think Tank Updates

- a. **Peru 2019 TT Update.** Jody Malterre and Kelly P. will attend representing the BOD. Registrations for both Conference and TT are going well, with a wait list for Conference.
- b. **Future TT planning teams for 2020.** Sustainability for multiple TT's per year will be discussed at the LT Retreat.
 - i. China Planners: Kelly P., Shuli Zheng, Judy Wu with Emily Ou as staff assistant.
 - ii. Atlanta Planners: Nadine Gaudin, Nuria Rodriguez and Joy Marchese.
 - iii. Madrid Planners: Penny Davis, Nuria Rodriguez, Bibiana Infante
- c. **Logistics planning for 2021**

- i. San Diego – TT and Conference will be at the Doubletree Hotel, June 25-27. Add-on events would be completed by July 2.
- ii. China – various locations being considered.
- iii. Latin America 2021 (Europe and Latin America rotation / Madrid is 2020).

3. Board Updates. The following two persons were approved as BOD members:

- a. Agust Jakobsen. Will serve beginning November, 2019.
- b. Nuria Rodriguez. Will start position in March, 2020.

4. Additional Updates

- a. **Staff Hiring Updates.** Unanimous vote to approve addition of a new administration support position.
- b. **LT Meeting Update.** Four activities were purposefully left out of the revised combined manual. These are from the Leaders Guide and would be covered at the Trainer level. Trainers would need to make copies when doing a core workshop. All of the activities are on the PDA website. The shift is to make the manual relevant for the participants only vs. the Trainer. This came from past discussions of what people are certified do at the Educator level.
- c. **PD Lab School Applications.** See newsletter and Lab School website page for full current listing. Plans in process to do virtual Lab School zoom meeting in two time zones.

5. Topics for Discussion

- a. **ECE Required Activities.** Discussed how the required activities were determined and if there is any flexibility. Cheryl and Steven created the End of Workshop report. Feedback is appropriate and should be given directly to the developers. The agenda was initially set up as an experiment. Agreement made that as long as the concept is covered, there is flexibility in the activities. Kelly P. shared she does the R's of Recovery following Still Face which is a very stressful activity.
- b. **New versions of PD Materials.** Confusion occurred in a recent core workshop due to different versions of materials and changed page numbers. Brad will work on a process to update members when new versions of materials are released. An electronic version could possibly be shared. An announcement will be made so Trainers can take responsibility for updating their agendas.
- c. **Strategic Plan.** A goal of the BOD is to improve communication with members, especially as to short and long term plans for the PDA. To be discussed further.
- d. **Work on Advanced Training Module Plan.** Recording videos, etc., will be discussed at the LT Retreat. The goal is to support members for Trainer certification, and general professional development.

6. Acknowledgement. This is Kelly P.'s final meeting of her term, and acknowledgements were given for her contributions. This completes Kelly P.'s third term on the BOD. She will give an update following Peru TT.

Meeting Adjourned: 11:30 a.m.

Upcoming Meetings: 2019-2020 Meeting Dates

All Tuesdays from 9-11:30am EST:

November 12, 2019

December 10, 2019

January 14, 2020

In-person meeting: February 18-19, 2020, San Jose, California

Electronic Votes Since September 10, 2019 meeting:

9/23/19: Approval of September 10, 2019 BOD meeting minutes.

9/26/19: Approval of Agust Jakobsson and Nuria Rodriguez becoming Directors on the PDA Board to begin October, 2019, and March, 2020 respectively.

Respectfully Submitted by

Lois Ingber, Secretary