



Meeting Title: Regular/Monthly Board Meeting

RECAP

01/09/07

7:00 PM

SARAH'S OFFICE

MEETING CALLED BY	Ernie Lee, President
TYPE OF MEETING	Regular/Monthly Board Meeting
FACILITATOR	
NOTE TAKER	Leo Monroe, Secretary
TIMEKEEPER	
ATTENDEES	Ernie Lee (President), Leo Monroe (Secretary), Marianne Brouillette (Treasurer), Sarah Holmes (Vice-President), Fred Richter, Jamie Maury, Holland Morgan

Guest:

Robert Dunn

Absent:

Suzanne Aiken, DJ Cordero, Larry Brown (Program Coordinator), Jason Parrish

Agenda topics

AGENDA / MINUTES PRESENTATION

ERNIE

DISCUSSION	<ul style="list-style-type: none"> Agenda was presented by Board President. October and November 2006 Minutes were presented. 	
CONCLUSIONS	<ul style="list-style-type: none"> Agenda - There was a motion to accept the Minutes; it was seconded; and, a vote taken. Motion passed and agenda was accepted as presented. Oct and Nov Meeting Minutes - There was a motion to accept the Minutes; it was seconded; and, a vote taken. Motion passed and the minutes were accepted as presented. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

NEW FACILITATORS & TRAINING

SARAH HOLMES

DISCUSSION	<p>12/3 Facilitator Training Session:</p> <ul style="list-style-type: none"> Training was held on 12/3/06. Larry & Sarah lead the training. A past facilitator, Allison, attended for current information & was able to share her insight from experience. Three new volunteers received training Tray Crow. Bob Dunn and Richard Harding <p>Facilitator Resignations:</p> <ul style="list-style-type: none"> Sarah identified that Tim Butler, a facilitator, electronically submitted his resignation as an active facilitator. <p>Facilitator Schedule:</p> <ul style="list-style-type: none"> Bob informed the Board that there is not sufficient coverage for youth meetings for the first quarter of 2007 and that Tray and Richard have requested that the not be scheduled to co-facilitate meetings for security and safety purposes. Thus a revised schedule needs to be established. 	
CONCLUSIONS	<p><u>Facilitator Resignations:</u></p> <ul style="list-style-type: none"> Tim Butler's resignation was formally recognized by the Board and recorded. <p><u>Facilitator Schedule:</u></p> <ul style="list-style-type: none"> Marianne and Sarah agreed to provide Bob with dates for which they are available to facilitate in lieu of dates where Tray and Richard are scheduled to co-facilitate. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
10. Revise and publish Facilitator Schedule	Larry Brown	2/13/07

BOARD MEMBERSHIP REVIEW

DISCUSSION	Board Resignations: <ul style="list-style-type: none"> • Ernie informed the Board members that he would be able to complete his term as Board President • Sarah informed the Board that Nevena Kraguljevic who relocated in the June of 2006 has submitted his resignation as Board Member and Public Relation Committee Chair • Sarah informed the Board that Jason Parish who relocated in the Fall of 2006 has submitted his resignation as Board Member and Website Committee Chair 	
	Board Member Removal: <ul style="list-style-type: none"> • Per Board Bylaws Article 1.6, a board member can be removed with or without cause with a 2/3 vote. 	
	New Board Membership: <ul style="list-style-type: none"> • The October 2006 nomination of Robert Dunn to the board was revisited. 	
CONCLUSIONS	<u>Board Resignations:</u> <ul style="list-style-type: none"> • Board Members provided Ernie with full support. • Nevena Kraguljevic's resignation has been recorded • Jason Parish's resignation has been recorded 	
	<u>Board Member Removal:</u> <ul style="list-style-type: none"> • The Article was exercised for removing Suzanne who had been unable to attend board meetings. The motion was made and seconded. With a vote, the motion carried. 	
	<u>New Board Membership:</u> <ul style="list-style-type: none"> • Motion carried. Robert was elected to the board; Ten Board members were enumerated: Ernie, Sarah, Marianne, Leo, Fred, Jamie, Robert, DJ, Trish, Holland 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
11. Draft and deliver letter to Suzanne reflecting the Board's action.	Ernie Lee	2/13/2007

BOARD DEVELOPMENT / BYLAWS REVIEW

ERNIE/ LEE

DISCUSSION	Board Member Roles and Descriptors: <ul style="list-style-type: none"> • Ernie referenced his work with other non-profit organizations when identifying that roles/descriptors exist for board members and officers. • Sarah recalled that at the time of Stand Out transitioning to an independent non-profit organization, the idea was for the former Advisory Committee to serve as the workers of the organization and the Board of Directors would serve as oversight. Sarah acknowledged that the board of Stand Out Youth is a working board with the goal to move toward an oversight board. • Ernie stated that acquiring an Executive Director for the organization would assist in the transition to an oversight board. • Jamie asked should the board consider creating a program development committee for developing youth programs/services. 	
CONCLUSIONS	<u>Board Member Roles and Descriptors:</u> <ul style="list-style-type: none"> • Motion carried; Board voted with full support. A committee consisting of Ernie, Fred, & Jamie was formed to explore/review the roles of board members/directors. • No change in Bylaws needed to account for change in membership at this time • Board development committee will research member roles/responsibility 	
	<ul style="list-style-type: none"> • No committee will be formed for youth program development. The organization will continue to make use of the Program Coordinator for serving the youth. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
12. Create Board Member Role descriptors and provide draft for Board review.	Ernie Lee / Committee	3/2007

PROGRAM COORDINATOR REPORT

LARRY/ BOB

DISCUSSION	Report Review: <ul style="list-style-type: none"> • No report was submitted. • Sarah reported that she had been in contact with Larry, but unable to acquire a complete summary. • It was acknowledged that Larry has new employment responsibilities that limit his available time. 	
CONCLUSIONS	<ul style="list-style-type: none"> • A review/evaluation of the Program Coordinator is needed. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
13. Contact Larry and to his ability to remain active with the organization	Sarah Holmes	1/2007

OUTREACH

ERNIE LEE

DISCUSSION	<p>Area High Schools:</p> <ul style="list-style-type: none"> • Ernie, Marianne, and new facilitator Tray went to Groves High School to meet with students and faculty. An issue discussed in communications with students and faculty was transportation challenged to reach SOY meetings. Also SOY's effort to serve ages 16-23. • We have been invited back to participate in the Groves High School Rainbow Cub. • We continue to talk with other local Teachers, Counselors and Students. <ul style="list-style-type: none"> ○ Discussed and expressed our willingness to be a Guest Speaker at a local school's Diversity Club. ○ Currently having informal discussions through MySpace.com and have offered resources to a group of students who are actively seeking to establish a Gay-Straight Alliance club. 	
<p>Ernie proposed a new approach of service for SOY:</p> <ol style="list-style-type: none"> (1) Help area student groups form at the schools (2) Help student clubs form a citywide conference to foster networking & communications between various groups. (as proposed by students at Groves High School) (3) Use SOY Thursday meetings to serve older youth ages 18-23 (4) Provide technical support to the student groups 		
<p>Open Discussion:</p> <ul style="list-style-type: none"> • Future of weekly meetings: Sarah asked about the possibility of ending the weekly SOY youth meetings. • SOY Organizational Grants: Fred suggested that SOY could provide organizational grants to the student groups and that SOY could include on the website, information on establishing a student group or Rainbow Club • Host a Friends of SOY gathering of interested and supportive persons: Holland said that he was willing to coordinate in an effort to further introduce the organization and to ask of the guests what resources they could contribute, whether time, money, intellect, etc. • My Space: Bob suggested using MySpace.com as an established resource for creating an online communication avenue for youth with SOY as had been suggested in the past by the Technology Committee. This would require having the facilitators monitor the web page postings. 		
CONCLUSIONS	<p>Area High Schools:</p> <ul style="list-style-type: none"> • A follow-up visit to Grove High School is scheduled for Wednesday, January 24th. Bob is coordinating with Tray Crow and the Rainbow Club Sponsors. 	
<p><u>Proposed a new approach of service for SOY:</u></p> <ol style="list-style-type: none"> (1) We will continue to reach out to area high schools, yet will postpone meeting with Dr. Thomas Lockamy, superintendent of Savannah-Chatham County School System. (2) Holland suggested and general consensus was to consider SOY hosting the student groups in the summer (3) Board members expressed concern about mixing High school with college students and agreed to review (4) Jamie questioned the Program Coordinator's role when considering the proposed change in approach of SOY. Ernie responded that the Program Coordinator would do more outreach. <p>Items 2, 3 and 4 all require further discussion.</p>		
<p><u>Open Discussion:</u></p> <ul style="list-style-type: none"> • Future of Weekly Meetings: General consensus was to keep the weekly meetings because they help fill in gaps were the school groups can't serve or meet a need. • SOY Organizational Grants: No action taken at this time • Friends of SOY Gathering: Begin planning & building invitational lists – Jamie encouraged the Board and there was agreement not to host a Friends of SOY gathering until the Board has a better-defined focus/approach. There is a February 2007 consideration. • My Space: It was suggested we should explore having the youth build the web page and Bob would put feelers out to some of the youth • Sarah suggested having a Board planning session. There was consensus to have the planning session during one of the last two weekends in January. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
14. Board members are to check their calendars and communicate to Ernie via e-mail so to set the meeting date and agenda in an effort to address open issues.	Ernie Lee	1/12/07

MEDIA

BOB DUNN

DISCUSSION	<p>Website Overview:</p> <ul style="list-style-type: none"> • Launch and Enhancements • Press releases and FCN Newsletter articles 	
CONCLUSIONS	<p><u>Website Overview:</u></p> <ul style="list-style-type: none"> • First phase of website enhancement completed and launched on 12/8 • Spanish version completed User Acceptance review; revisions pending and anticipated for a early January launch • Communication and coordination efforts are on going with Fede to address final revisions to the website 	

	<ul style="list-style-type: none"> Has engaged Michael Santee to (who helped establish original website) get additional assistance 	
<ul style="list-style-type: none"> Discussion on press releases and FCN Newsletter articles was postponed 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMUNICATIONS

BOB DUNN

DISCUSSION	<p>Monthly Dashboard Report:</p> <ul style="list-style-type: none"> Bob presented a summary document that he created and calls a "dashboard report" that captures: <ul style="list-style-type: none"> Youth meeting attendance Phone activity E-mail activity Outreach contacts There is also a section for capturing: <ul style="list-style-type: none"> Events that take place between board meetings Top issues Existing committees 	
<p>Action/Issue logs:</p> <ul style="list-style-type: none"> Provide overview and understanding of report format and purpose; Determine if there is value added for using the report 		
<p>Phone Coverage:</p> <ul style="list-style-type: none"> Activity update for December 2006 and pending schedule for 2007 Calendar year <ul style="list-style-type: none"> December coverage was provided by Bob Dunn and Marianne Brouillette January coverage is being provide by Tray Crow 		
<p>E-mail communications:</p> <ul style="list-style-type: none"> Discussed activity noted on the dashboard and revisions in process flow for incoming e-mail communications 		
CONCLUSIONS	<p><u>Monthly Dashboard Report:</u> It was revealed that rotating the phone is needed in hopes of reducing the number of missed/unanswered to calls Bob agreed to continue to provide monthly dashboards for the Board review</p>	
<p><u>Action/Issue logs:</u></p> <ul style="list-style-type: none"> Discussion on the report was limited due to time constraints, yet Bob is willing to continue to update the reports. 		
<p><u>Phone Coverage:</u></p> <ul style="list-style-type: none"> Phone Logs were submitted to the board for the months of October, November and December. Coverage for the rest of the 2007 calendar year needs to be identified 		
<p><u>E-Mail Communications:</u></p> <ul style="list-style-type: none"> E-mail communication via the SOY website has been revised to routed to Bob, who then forwards a copy to Ernie Bob has processed inquiries related to youth meetings and activities. An e-mail list has been created to serve as a reminder of the weekly youth meetings. This is sent to board members and youth who have expressed interest and provided an e-mail address. Bob agreed for the short term to continue to process e-mail communications from the SOY website. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FINANCE REPORT

MARIANNE BROUILLETTE

DISCUSSION	<ul style="list-style-type: none"> Marianne presented a Reconciliation Summary ending 12/31/06.
CONCLUSIONS	Ending balance was \$7388.86

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	The next board meeting was set for February 13, 2007 at 7:00 PM at ernie's office space
	Meeting adjourned 8:15 PM