



Board of Directors Meeting Summary

1 March 2023, 5:00pm ET

Attendees

Board

- Aiessa Moyna, President
- Timothy Esposito, Vice President
- Roberta Werner, Treasurer
- Li-At Rathbun, Secretary
- Kirsty Taylor, Immediate Past President
- Lori Meyer, Director
- Laura Palmer, Director
- Sree Pattabiraman, Director
- Danielle Villegas, Director

Guests

- Liz Pohland, STC CEO
- Erin Gallalee, STC Director of Operations, Membership, and Community Relations

Agenda Items

- Call to order and approval of agenda
- Consent agenda items (5 min)
- Jay R. Gould Award for Excellence in Teaching Committee recommendations (5 min)
- Nominating Committee report (10 min)
- Scholarship Committee recommendations (10 min)
- Treasurer's update (abbreviated) (10 minutes)
- CEO report & transition planning (20 min)
- Adjourn

Consent Agenda

- Approve Board meeting minutes and summary – 15 February 2023 (postponed)

Minutes

The meeting was called to order at 5:03pm ET. The agenda was approved. The consent agenda was postponed to the next BoD meeting.

Jay R. Gould Award for Excellence in Teaching Committee Recommendations

Ms. Palmer, committee liaison, updated the Board on committee discussions.

Nominating Committee Report

Ms. Pattabiraman and Ms. Werner recused themselves from the discussion and left the meeting at 5:08pm.

Ms. Taylor, committee chair, updated the Board about the 2023 election process.

- There were no petitions to seat additional candidates on the slate.
- The final slate was presented to the Board.

Move that the Board approve the final slate for the 2023 election. The motion was seconded. The motion passed.

Ms Taylor abstained from voting.

Ms. Werner returned to the meeting at 5:12pm. Ms. Pattabiraman returned to the meeting at 5:13pm.

Scholarship Committee Recommendations

Mr. Esposito, committee liaison, presented the Scholarship Committee's recommendations for the 2022-2023 scholarships.

- The committee put forward a recommendation for two, \$500, scholarships—one for an undergraduate student and one for a graduate student.
- The scholarship funding comes from donations to the restricted scholarship fund.

Move that the Board award two scholarships of \$500 each. The motion was seconded. The motion passed.

Recommendations

Move that the Board accept and approve the recommendations of the Scholarship Committee. The motion was seconded.

The motion was withdrawn and a revised motion was put forward:

Move that the Board accept and approve the recommendations of the Scholarship Committee, excluding the recommendation for honorable mention as put forth by the committee. The motion was seconded. The motion passed.

Treasurer's Report

Ms. Werner presented an abbreviated version of the December 2022 financial reports, and the Community Budget Review Committee report. A full report will be delivered later this month, after the draft December financials are corrected and finalized.

December 2022 (Abbreviated)

- **Total Net Assets:** (\$698,830) compared with (\$337,659) in the same month in 2021.
 - This is an almost \$349K greater deficit than the same month last year.
 - This is also a (\$48.2K) variance from last month.
- **Total Assets:** \$608,593, including:
 - **Cash:** \$109,232
 - **Investments:** \$477,252
- **Total Liabilities:** \$1,307,423, including:
 - **LoC:** \$334,517
 - **Accts Payable and Accruals:** \$99,542
 - **Deferred Revenue:** \$329,769
 - **EIDL Loan:** \$500,000
- **Total Dues:**
 - 2022 realized revenue: 565,944* (against an annual budget of \$650K)
 - 2023 deferred revenue: \$244,273 or \$243,929*

*\$344 variance to be resolved with final December financials

STC Community Budget Review Committee Report

Submission update

- 27 budgets submitted
 - All budgets reviewed, plus several a second time
 - Approvals to date: 14
 - Open (Revise and resubmit): 13

Upcoming meetings

- The committee is meeting on 10 March, to review resubmissions
- One more meeting TBD to complete reviews

Ms. Werner proposed a motion to correct an action that should have taken place, as required by the Bylaws, when two chapters merged in the past.

Move that the Board request that the San Francisco Bay chapter transfer to the Society the funds that were moved into their account following the merger with Silicon Valley and dissolution of that chapter. The motion was seconded. The motion passed.

CEO Report & Transition Planning

General Updates

Ms. Pohland presented a report on activities of the Society office.

2023 Membership Revenue

As of 2/28, FY23 membership income is \$379,064 with 1,638 members (-343 from last year at this time). This is behind last year's revenue by (\$55,880) and behind budget by (\$123,455, based on the 2022 budget.) More marketing is needed to impact these numbers.

2023 Education Revenue

As of 2/27, 2023 education revenue totals \$19,018, which is (\$14,901) behind last year at this time, and (\$17,333) behind budget (based on 2022 budget). There is about \$12,200 in future educational event sales through October 2023. There have been several courses that have been rescheduled due to low registrations.

2023 Conference Revenue

As of 2/28 (13 weeks out), 2023 conference revenue totals \$113,045, with 135 registered attendees (this includes 51 gratis attendees such as speakers, committee members, and board). This is \$35,636 ahead of last year at this time, but (\$44,227) behind budget (using the 2022 budget).

Transition Updates

Ms. Pohland updated the Board on transition plans and activities related to the AH and STC staffing changes and shared a revised operational gap analysis spreadsheet.

Move that the board accept the contract addendum from AH to extend limited services to March 31, 2023. The motion was seconded. The motion passed.

Ms. Moyna asked the BoD if they're available to extend the meeting by 15 minutes. Ms. Rathbun could not extend, but other members agreed to stay.

Ms. Moyna asked the BoD for a volunteer to take meeting minutes after Ms. Rathbun leaves. Hearing no volunteers, Ms. Moyna volunteered herself for this.

Ms. Rathbun left at 6:06pm.

Closing Remarks and Reminders

Ms. Moyna:

- Shared the next meeting date.
- Updated meeting schedule, with April 5 meeting moved to March 29.

Adjournment

The meeting adjourned at 6:22pm ET.

Next Meeting

March 15, 2023, at 5:00pm ET for the biweekly Board meeting