



**TeenNow California**  
**Executive Board Meeting Minutes**  
**Sacramento, CA**  
**January 14, 2010**  
**5:00 pm – 9:00 pm**

<b>Board Members Present:</b>	
Stephanie Smith	Brian Hayes
Micha Suarez via conference call	Lynn Posey
Sue Simonson	
<b>Board Members Absent:</b>	
None	
<b>Staff, Liaisons and Guests Present:</b>	
Dana Goodrow, TeenNow California (TNCA)	
<b>Agenda Item:</b>	<b>Activities:</b>
<b>Call to Order</b>	Stephanie called the meeting to order at 5:15 pm.
<b>Bylaws</b>	The Executive Board met via conference call on January 8 <sup>th</sup> to discuss changes to the bylaws, taking into consideration feedback from Tom Klaus and the changes that the organization has experienced since the bylaws were last revised (i.e., name change, hiring of staff, etc.). It was the Executive Board's consensus to not finalize things with the bylaws (e.g., removing the Director of Membership position) until Lynn gives her feedback on membership. Lynn suggested adding scholarships and awards (nominating people and opportunity to receive one) as part of the member benefits. There was also a discussion about CEUs and CHES units. Brian suggested getting in touch with someone from NCHEC to foster collaboration with people who need CHES units, etc. to broaden our reach. Stephanie stated that the position of Director of Membership can remain but with a new direction focused on networking to try to bring people outside of the immediate field (e.g., probation, social work, etc.) and growing the organization. The board also discussed revising the membership brochure to include some of the member perks (e.g., discounts on Sociometrics curricula).
<b>Board Structure</b>	<p><b>a. New positions</b> – there was also a discussion about whether or not to keep the Director of Policy as part of the Executive Board. The board entertained the possibility of having a committee but felt that the position was key to the organization. There was a suggestion to change the name to Director of Advocacy but Brian felt the name might be troublesome because of the connotations that come with “advocacy”. There was also some discussion about having a political science intern tasked with watching legislation and writing it in more user-friendly language but Brian added that another aspect of his job when he was Director of Policy was always making sure bylaws were on hand and business was being conducted accordingly which is a bigger job than a simple legislative internship.</p> <p>There was a strong consensus among the Executive Board members to keep the Executive Board small but the board discussed ways to fill the 8 board member at large positions. Fund development and a law representative were first to be identified but Lynn also mentioned a good strategy for recruitment would be getting the types of people required by the new CCG community collaboratives.</p> <p><b>b. Committees</b> – Stephanie has compiled a list of possible committees for the</p>

	<p>organization as follows:</p> <ul style="list-style-type: none"> <li>i. Fund Development</li> <li>ii. Membership</li> <li>iii. Policy</li> <li>iv. Conference</li> <li>v. Scholarship</li> <li>vi. Communications</li> <li>vii. Board Development</li> </ul> <p>The board discussed focusing on a few of the committees listed for a year and add more committees in the future as the organization is able to handle. It was the board’s consensus to focus on fund development, membership and conference. Board development will be an Executive Board focus. Brian asked if Scholarship can be a part of the conference committee or be an ad hoc committee. Stephanie will remind all board members at tomorrow’s meeting about their duties and responsibilities as a board member.</p> <p>c. Opportunities/Requirements – Brian made a comment that he was tired of hearing excuses about not having as many contacts as before and that board members need to follow through with what they signed up for. He stated that Regional Coordinators should be actively attending a local coalition or collaborative meeting; if they have not attended, they should start getting plugged in to their community. There was a discussion about getting meaningful reports from Regional Coordinators about their local activities that strikes a good balance between providing highlight/regional news, making sure Regional Coordinators are being accountable to the board, and not overloading the president with too much paperwork to read through. It was the board’s consensus that all board members need to actively participate in at least one committee throughout the year. Stephanie and Brian were very adamant that committees take minutes at their meetings and that committee chairs ensure that all members are actively participating throughout the year. It was the Executive Board’s consensus to emphasize the following as required duties for Regional Coordinators: 1)actively participate in local collaborative/coalition meetings, 2)actively participate in at least one committee throughout the year, and 3)submit report (oral and written copy) to the rest of the board during board meetings.</p>
<p><b>Fund Development</b></p>	<p>Dana discussed her fund development plans with the Executive Board members. In order for the organization to move forward the board needs to be more active in fundraising, which is an appropriate task for a policy board to do. Board members will be responsible for giving or getting \$1000 every year.</p> <p><b>Action item:</b> Stephanie has asked that each Executive Board member establish a First Giving page linked to TNCA by the end of the month.</p> <p>Brian asked about agencies setting up an automatic deduction through payroll that can get donated to TNCA. Dana stated that that is the way we get United Way donations. Brian would like more information on that process to see if it is something board members can possibly explore at their own local agencies. Stephanie also suggested looking into corporations because some of them require that the top 3% of their employees contribute to charitable giving every year.</p>

	<p><b>Action Item:</b> Sue will talk to Elaine Ellers about United Way. Stephanie will talk to Dana about United Way as well.</p> <p>Dana also talked about the possibility of hiring an auditor to analyze the TNCA. The person Dana has spoken to has stated that it is recommended that TNCA do not go with the lowest level of audit but the next level up. Brian asked if submitting audit reports is mandatory for the grants that Dana is currently applying for. Dana stated that federal grants do not require it but foundations do and TNCA would need audits of financial statements in the future as she applies for more foundation grants. Brian asked for approximate costs; Dana stated that costs would run between \$4500-\$6000. Stephanie expressed concerns over some foundations asking for 3 years of audits from an organization that has been around so long as TNCA. Stephanie wanted to know how far back (length in years) the review would go and expressed agreement to Brian's point about it is better to put the structure in place now to troubleshoot if needed rather than face serious problems 5 years down the line.</p>
<p><b>Trainings On Demand</b></p>	<p>The board discussed the list of possible trainings TNCA can provide to the public as listed on the website and possible fees. Sue expressed concern over trainers losing clients—why would they go to her for trainings she provides if they can go to TNCA? Brian asked if the price of the training includes membership to TNCA and Dana clarified that that pertains to Regional Trainings, not the Trainings On Demand. The board discussed the possibility of coalitions/local collaboratives paying for trainings but there was a general consensus that coalitions and collaboratives may not have money to pay for TNCA trainings. It was the board's consensus to have a base fee for each training (e.g., if Sacramento wants Brian to do a MySpace training they have to pay \$500 training fee + travel) and encouraging groups/coalitions/collaboratives to work out a fee system to the training participants or working with sponsors. Stephanie asked if the public is defined as local region or nationwide when figuring out how much to charge the public for a training. She also suggested coming up with fee scales based on the level of technicality of the training and membership affiliation similar to CFHC – Title X funded agencies pay less than non-Title X funded agencies and a Family Planning Health Worker (FPHW) training costs more than How to Talk to Clients about HPV training. Brian asked if there will be some sort of standard or system of accountability for the trainings (e.g., lesson plan, syllabus or learning objectives) to ensure that trainers are qualified and are teaching topics aligned with TNCA's mission.</p>
<p><b>Conference 2010</b></p>	<p>Survey results were overwhelmingly in favor of splitting up the conference into 3 different smaller trainings this year. This is good in the sense of possible savings because TNCA will not need to hold the conference in a hotel and be locked to food and beverage minimums. However, having 3 smaller trainings would mean needing 3 separate keynote speakers which potentially erases any costs saved from not having to stay at a hotel.</p> <p><b>Action Item:</b> Stephanie will explore October dates for Riverside Community Health Foundation auxiliary room availabilities to host one of the conferences.</p> <p>The board discussed challenges in securing 3 keynotes on the same theme. Stephanie stated that there is also the possibility of having people who can afford</p>

	<p>to attend multiple conferences if 3 separate themes were chosen. Brian emphasized setting a limit on how much TNCA will pay for a keynote. Whenever possible, a free or low cost keynote would be preferred. Stephanie stated that the Executive Board should provide spending guidelines to help the conference committee rather than have committee members be completely responsible for creating a budget. Lynn suggested having 2 conferences instead of 3 to reduce the logistical burdens on the conference committee. There is also a possibility of having 2 conference committees, one for each site. The board discussed how the precon and raffles would fit into multiple conferences. Stephanie brought up the possibility of having local youth present at the conferences and having them do their own fundraisers at the conferences.</p>
<b>Annual Report</b>	<p>The Executive Board discussed Dana’s Annual Report and possible changes to it. Stephanie stated that her agency’s Annual Report does not talk about barriers. Micha informed Dana that one of the pictures still had the “caption should go here” caption that came with the template. It was the board’s consensus to highlight the achievements of the year in the Annual Report. Micha suggested putting a list of donors/supporters on the Annual Report similar to Project Concern International but Dana stated that might make TNCA look worse rather than better due to the low number of donors we currently have. The idea of recognizing donors/supporters on the Annual Report can be revisited later as TNCA grows more.</p>
<b>Meeting Schedule for 2010</b>	<p>Stephanie wanted to establish a calendar that can be replicated year after year so board members can anticipate approximately the same schedule every year to cut back on absences. Dana reminded board members that there needs to be quorum to pass any business at board meetings. There was concern over scheduling around conferences since September traditionally counts as 2 board meetings and it would be unrealistic to expect all board members to go to multiple conferences. It was the board’s consensus to add another board meeting and not consider conferences as board meetings.</p> <p>The board has determined the following meeting schedule for 2010 with locations left to be determined:  March 15 - EB 3pm Virtual  April 22 - EB in evening  April 23 - GB  July 15 - EB in evening  July 16 - GB  July 17 - GB  Aug. 16 - 3pm Virtual  Sept. 23 - EB in evening  Sept.24 – GB</p> <p><i>Key: EB = Executive Board, GB = General Board</i></p>
<b>Board Retreat</b>	<p>The Executive Board has determined that the July Board Retreat will take place in San Luis Obispo from July 15-17.</p>
<b>Next TNCA Board Meeting</b>	<p>The next TNCA Executive Board meeting is March 15<sup>th</sup> via conference call.</p>
<b>Adjournment</b>	<p>Stephanie adjourned the meeting at 10:40pm.</p>