



BOARD OF DIRECTORS MEETING
June 2020 Webinar Meeting

MINUTES

June 25, 2020

BOARD MEMBERS PRESENT

Richard Newman, Chair
Leroy Baker, Vice Chair
Rhett Lucke, Secretary
Chris Miller, Treasurer
Robert Burton, Director
John Cote, Director

James Dutton, Director
Robert Gary, Director
Philip Morris, Director
Tim Orr, Director
James Price, Director
Thomas Compton, Director

EX-OFFICIO BOARD MEMBERS

None

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Jennifer Byers, NAWCC Controller
Andy Dervan

Judy Draucker

1. Call to Order: Chair Rich Newman called the meeting of the Board of Directors to order at 7:00 p.m. EDT.
2. Welcome, Introductions, Meeting Procedures and Announcements
 - a. Chair Newman advised that the O&A Committee continues to function and is working to update a number of operational documents.
 - b. Chair Newman commended the staff on their professionalism and dedication with the pandemic challenges and in their recent return to headquarters.
3. Roll Call: A Roll Call was taken to establish a quorum. All board members were present.

4. **MOTION:** Made by Chairman Newman. That the Board approves the minutes of the May 21, 2020 meeting as written.

Passed by Consent

5. NAWCC Scorecard

Vice Chair, Leroy Baker presented the scorecard updates. It was noted that Net Liquidity and budget variances continue the positive trend we saw in the previous report. Membership numbers were down slightly.

6. Financial Update

Treasurer Miller and Controller Byers reported that the audit was progressing on schedule.

- a. With the recent return to headquarters, Controller Byers and staff have been providing auditors with preliminary audit request items.
- b. Audit testing started remotely on June 22.
- c. No significant concerns raised to date.

7. Director Price reported back on the motion passed during our June 2019 Board of Directors Meeting to review a potential move from our current fiscal year to a calendar year.

The report as submitted recommends no changes be made at this time.

With no objections, this item will be considered closed.

8. Covid-19 Headquarters and Museum Update

- a. Director Price reported that the State of Pennsylvania has moved to yellow status as of June 5, allowing staff to return to headquarters on June 7.
- b. It is expected that the State will upgrade to green status on June 26. This would allow for an opening to the public with certain restrictions and PPE available.
- c. PPE has been ordered, but due to limited availability has not yet been received.
- d. Work on roof is expected to begin in July
- e. Current plan is to delay opening of the museum until the end of July or early August. This will allow for roof repairs to be completed and required PPE to be received.

9. **MOTION:** Made by Chair Newman. That the budget for the 2021 National Convention, to be held on July 15-18, 2021 in Hampton, Va., be approved as submitted.

Passed by Consent

Note: With the ongoing uncertainty surrounding Covid-19 and its impacts on large gatherings, Chairman Newman recommends that the 2021 Convention budget be revisited at year end for any updates or revisions.

10. **MOTION:** Made by Chair Newman. That William Ward be approved as Co-Chair of the Library Collections Committee.

Passed by Consent

11. Review and Approval of Annual Committee Reports

MOTION: Made by Chairman Newman. That the Committee Reports be approved in one motion.

Passed by Consent

MOTION: Made by Chairman Newman. That the Board of Directors approve all reports as submitted.

Passed by Consent

12. Website Update

Chair Newman provided the following update on launch of our updated website:

- a. The new website was launched ahead of schedule. Chairman Newman acknowledged and thanked all team members who have been and continued to be involved in the project.
- b. It was noted that in the first month of launch, we have seen 50 new memberships, utilizing the new 1st time membership rate of \$42, which was launched with the new website.
- c. Work continues to correct a number of minor issues.
- d. This launch is considered to be the start with expectation of continued improvements and enhancements. Enhancement ideas are being collected for review and prioritization.
- e. Tom McIntyre and the Forum Administration Team are working on a significant update to the Forums.
 - a. Update will have a new look and feel that is more consistent and integrated with the rest of our website.
 - b. The team is working on improved navigational capability as part of the upgrade.
 - c. The Forums are recognized as a critical part of our web presence with over 60K registered users to date.

13. Next Board Meeting

- a. The next board meeting will be via webinar and is tentatively scheduled for July 23, 2020 at 7:00 p.m. EDT.

14. Chair Newman solicited feedback from the audience.

- a. Judy Draucker thanked the board for approving the 2021 Convention budget and for allowing for the opportunity to review again at year end.
- b. Andy Dervan asked if the scorecard could be reviewed again as he was unable to join on time, due to some technical issues with the webinar software.

15. **MOTION:** Made by Chair Newman and seconded by Treasurer Miller; Move that the Board go into Executive Session.

Motion Carried

16. The Board returned from Executive Session.

No actions were taken during executive session

Meeting adjourned at 8:30 p.m. EDT.