



SORA Board Meeting Minutes
Tue, April 5, 2022 2:30 PM - 3:30 PM (EST)

Board Roll Call:

Bolded names in attendance

Region 1: Amanda Clark (CT)	Region 8: Chuck Cousino (CO)
Region 2: Stephen Marshall (NY)	Region 9: Treasurer: Michael Broussard (NM)
Region 3: President Elect: Travis Sterner (MD)	Region 10: Jeremy Simmons (WA)
Region 4: Past President: Chris Edwards (KY)	Tribal: Michael Bolt (NC Cherokee)
Region 5: Mike Mettler (IN)	Canadian Provinces: Derek Smith (Manitoba)
Region 6: Secretary: Matt Pace (OK)	At Large: President: Marcia Degen (VA)
Region 7: Eric Folks (MO)	

Invited Guests: **Dick Bachelder (COI Rep.)**, Sheryl Ervin (COI Rep. back-up), Ann D’Alfonso (website), Dave Cotton (membership)

1. Review/edit meeting agenda.

*Motion to approve as presented: Chuck C.; Seconded by: Travis S.; voice vote; **motion approved.***

2. Approval of meeting minutes Marcia.

*Motion to approve the March meeting minutes: Stephen M.; seconded by: Chuck C.; voice vote; **motion approved.***

3. Executive Committee Reports

- a. President’s report: (Marcia)

- i. Update on Executive Director

Marcia D. reported that a working committee has been meeting and communicating with Eric Casey; contract has been drafted and in review; once it is ready to finalize it will be shared with the board for approval.

- b. Communications:

Marcia D. has communicated with some members about invoices

- c. Treasurer’s Report (Michael);



i. Invoice status

Michael Broussard reported that there are currently 54 open invoices; 12 have been paid within the last 30 days.

2022 invoices will be sent as soon as possible

Michael showed an example of the member list as it is set up in Quickbooks (different than member list updated by membership committee); this will be a more efficient process of maintaining a member list once completed; however, each record must be changed one at a time.

ii. Current: Savings: \$12,305.36

Checking:

d. Secretary's Report (Matt):

Enrolled replacement members to listserv; attempted to correct the issue of some members not being able to make responses by removing then adding them back to listserv.

4. Standing Committee Reports:

a. Membership (Dave); *no report given*

b. Conference Planning (Chuck);

i. Projected costs for NOWRA conference

Chuck C. will provide more information from the SORA conference planning committee at next month's board meeting.

ii. NOWRA/SORA agreement

Drafted agreement same as previous three;

*Motion to move that Marcia D sign the agreement and send to NOWRA: Chuck C.; Seconded by: Chris E.; voice vote; **motion passed***

c. Strategic Planning (Travis):

i. Membership survey

Travis S. explained that the purpose of the survey is to get the word out and collect feedback about the SORA strategic plan;

Need a format for the survey



Board to review survey and provide comment by April 15

5. COI Report (Dick);

Dick B. informed the Board that he wrote email to the COIs about invoices and specifically requesting information from the COIs about what SORA can provide to them; Dick will follow up with the COIs to find out.

Dick would also like to meet with Michael Broussard.

6. Ad hoc Committee Reports:

- a. Website (Ann) *no report given*
- b. Retirees (Vacant); *no report given*
- c. Policy (Chuck) *no report given*

7. Old Business:

- a. Update on part time Executive Director

Marcia D. reviewed the responsibilities as written by the committee (attached)

- b. Switching signatures on bank account and moving the checking account.

This action still remains in limbo; need to locate bank, but could remain with Wells Fargo; Mike M. suggested looking at First Internet Bank.

- c. Coordination of applications from website/invoices/membership lists. Dave/Michael

Form notification seems to be working properly

8. New Business: *none*

9. Action Items:

- a. *Board members to respond to Travis S. about survey by April 15*
- b. *Marcia D. to email members about invoices*
- c. *Marcia D. and Michael Broussard to review First Internet Bank (firsttib.com)*

10. Adjourn

Meeting adjourned



Meeting Dates for 2022 (First Tuesday of each month): All meetings will start at 2:30 P.M. EST.

January 4	July 5
February 1	August 2
March 1	September 6
April 5	October 4? (Annual Meeting to coincide with National conference)
May 3	November 8 (Election Day)
June 7	December 6



Attachment – Draft for discussion with candidate

Executive Director Responsibilities:

Administrative:

Be the point of contact for SORA administration. Monitor and respond as needed to emails, mail, and applications (web or other). Respond to inquiries such as Vendor ID numbers or tax ID's for multiple states.

Maintain membership lists; communicate/coordinate with the SORA Treasurer and Membership Committee chair on membership status; track the point of contact for states with multiple members

Provide follow up contact with members at the request of the Treasurer to verify contact information and/or payment issues

Review insurance, cost and coverage; investigate options

Member Outreach:

Be responsible for Newsletter (quarterly?) with Board guidance and assistance

Assist in marketing of the various SORA committees to our membership to encourage participation

Assist with strategic plan updates

Develop administrative duties and policies

Compensation: Est.: 10 hrs./mo x 12 mo. x \$50/hr. = \$6,000/yr.