



**SORA Board Meeting Minutes**

Tuesday, April 4, 2023 2:30 PM - 4:00 PM (EST)

**Board Roll Call:**

**Bolded names in attendance**

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

**Quorum present**

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

1. Approval of meeting agenda:

*Motion to approve agenda: Chuck C.; Second: Michael Bolt; voice vote;*

**Motion approved**

2. Approval of meeting minutes

- a. February 7, 2023

*February board meeting minutes were not presented because a quorum was not present at meeting.*

- b. March 7, 2023

*Motion to approve March 7, 2023 board meeting minutes as presented: Eric F.; Second: Matt P.; voice vote*

**Motion approved**

3. Executive Committee Reports

- a. President’s report: (Travis)

- i. General



b. Treasurer's Report: (Michael)

i. Status of moving funds to new bank

1. Michael/Travis processed
2. 3<sup>rd</sup> person?

*Travis S. suggested that Chuck C. be the third person listed on the account for the new bank*

ii. Invoice status:

1. Invoicing/ Invoice Details
  - a. NOWRA
  - b. States

*Aging and activity reports attached*

2. Payments

*Sheryl E. asked if Michael Broussard could send outstanding invoices for COI members to her*

iii. Current:

1. Savings:

*Approximately \$24,000 in savings*

2. Checking:

*Approximately \$18,000 in checking*

c. Secretary's Report (Matt):

i. Listserv (Ohio)

*No update given*

d. Executive Director's Report (Eric C):

i. Website

*Eric C. reported that he had completed an initial audit of the website and would be sending information to the board*



ii. Insurances

*Eric C. sent invoice for D&O insurance to Michael Broussard for payment (MB indicated that Amanda C. would need to pay since she is still listed on existing account)*

*Chuck C. requested that Eric reach out to NOWRA to try and obtain invoice for the SORA reception*

4. Standing Committee Reports:

a. Membership (Dave);

*No report given*

b. Conference Planning (Chuck/Eric);

*Call for papers has been sent out by NOWRA*

c. Strategic Planning (Travis):

5. COI Report (Sheryl)

*No report given*

6. Ad hoc Committee Reports:

a. Website (Eric):

*No report*

b. Retirees (Vacant):

*No report*

c. Policy (Chuck):

*No report*

7. Old Business:

a. Insurance for SORA – Eric C. to contact company to get confirmation.

b. Newsletter(Eric C, Michael Broussard and Mike Mettler) ([lornawithrow@dhhs.nc.gov](mailto:lornawithrow@dhhs.nc.gov) interested in newsletter)

c. Discussion of product reviews.

i. Eric Folks and Michael Broussard members



- ii. Michael to develop proposal
- iii. Outreach to COIs to see what would be helpful
- d. Strategic Plan Review/ Approval
  - Plan reviewed by the board*
- e. Payment process/SOP

8. New Business:

- a. Review ‘Board Organization Document’
- b. EPA Decentralized MOU
  - i. May 3<sup>rd</sup> or 5<sup>th</sup>, @ 2pm (Virtual meeting)
  - ii. December 5-6, 2023 (Signing event)
- c. Remote annual business meeting (Chuck)

9. Action Items:

10. Adjourn –

*Motion to adjourn: Chuck C.; Second: Mike M.*

**Meeting adjourned**

**Meeting Dates for 2023 (First Tuesday of each month):** All meetings will start at 2:30 P.M. EST.

January 3	July 5
February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7 (online annual meeting – start time 12:30 – 4 pm EST????)
June 6	December 5