**IMPACT 100 RC Leadership Team Minutes**

**May 12, 2020**

This meeting was conducted via Zoom due to the order to Shelter in Place.

Note: Agenda items for June LT meeting are listed at the end of the minutes.

**Members present**

Suzy Marzalek, Co-President; Jan Gilman, Co-President; Sharon Beckman, VP, Nominating; Laurie White, Secretary; Jenny Downing, Treasurer; Jennifer Girvin & Maria Nersesian, Co-Chairs Events; Thea Hensel & Laurie Parrish, Co-Chairs, Education; Karen Fass, Chair, Technology; Vicki Groninga & Susan Milestein, Co-Chairs Impact Grants, Carol Newman & Chris Chang Weeks, Co-Chairs, Community Grants; Carol Lynn Wood, VP, Governance; Kristin Nelson, Community Foundation, Sonoma County; Ann Marie McGee & Mindi Lewis, Co-Chairs, Marketing Committee; Cindy Schmidt & Loretta Zweig, Co-chairs Liaison; Bev Curry & Charlene Staples, Co-Chairs, Membership Committee.

**Call to Order**  **Suzy Marzalek, Co-President**

Meeting began at 1 PM

**Executive Committee Report Sharon Beckman, VP, Nominating**

Sharon reminded committee co-chairs to think about replacements for 2021, keeping in mind the model of having one of the co-chairs serve a second term to orient the newer committee co-chair.

Two positions on the Executive Committee – Secretary and VP, Nominating -  will term out at the end of the year.

Sharon will email the LT a list of all positions that are open.

**Community Grants Chris Chang Weeks, Co-Chair**

Chris will no longer serve as co-chair. Carol and Chris will explore committee and broader membership for co-chairs as well as new members.

**Membership Charlene Staples, Co-Chair**

Membership is stable. A complete report on member statistics can be found in the LT/May folder.

Member Engagement Efforts:

The membership team is initiating outreach to our newest members – those who joined in 2019 and our new 2020 members as they may be our less engaged members. When members express an interest in serving on another committee, a hand-off is made to that committee. A step-by-step hand off process will be developed to close the loop and to get more members involved.

Cocktails and Conversations meetings are on the calendar and will be Zoom meetings.

**Next Gen Robin Wendler, Chair**

Scholarship money is available.

Methods to keep the committee moving forward are being considered, including a virtual recruitment process.

**Sector Task Force Vicki Groninga, Co-Chair**

A ratification memo was sent to all members. Out of the110 responses received, 109 members agreed, 1 member disagreed.

The policy document will be updated on the website.

Procedure document will be created and posted on the website.

All community and Impact grant materials on the website will be updated

**Marketing and Technology Ann Marie McGee, Co-chair Marketing**

**Karen Fass, Chair, Technology**

Roles & responsibilities:

* Technology does the research and setup of tools, then hands off to the
* Marketing Committee who employs them.

The Technology Committee has implemented a suite of tools based upon requirements received from the Marketing Committee, and has trained members of the Marketing Committee how to use the tools.

* 1. Online forms for LT members to use to send requests TO the Marketing Committee – to send an eblast, set up voting/nominating/polling, or set up an event with rsvp.
  2. Online forms where members can vote/nominate/respond to a poll. Marketing will link to these from eblasts.
  3. Online forms where members can RSVP for an event. Marketing will also link to these from eblasts.

The Marketing Committee has developed forms for the LT team to request E-blasts and Events. These forms and the process to get these forms to the Marketing committee were introduced and reviewed. These forms can be found in the LT folder.  Further training is available for committee chairs on how to use these forms for the first time.

Ann Marie will manage virtual events and content – slides, videos and presenters.

June Agenda Items

Nominating: Co-Chair recruitment

Membership: Member Engagement

Marketing: Additional revenue discussion

The meeting was adjourned at 12:30

Respectfully submitted,

Laurie White

Secretary