



**2nd Board of Directors Meeting  
Wednesday, August 24, 2-4 PM**

**Parkersburg Area Community Foundation, 1620 Park Ave, Parkersburg, WV 26101**

**Join Via Zoom**

<https://us02web.zoom.us/j/86796910619?pwd=YWhROU54ZVNnbIN5MjRNNVlsLzQ5UT09>

Dial by your location: +1 309 205 3325 US, Meeting ID: 867 9691 0619, Passcode: 150049

One tap mobile: +13092053325,,86796910619#,,,,\*150049# US

[View the Meeting Packet](#)

**Board Members:** Adam Sanders (Chair), Marian Clowes (Vice-Chair) Mike Lewis (Treasurer), Elizabeth Pellegrin (Secretary), Michelle Foster, Dena Cushman, Janell Ray, Susie Nelson, Megan Hannah, Christine Mitchell, Renee Steffen, Brett White, Patty Showers Ryan

**Staff:** Chad Matlick, Abigail Miller

**AGENDA**

**BUSINESS MEETING**

**Call to Order: Board Chair Adam Sanders 2 PM**

**WELCOME & INTRODUCTIONS**

**Leadership Transition 2:15 PM**

- Update on President & CEO Search

**Consent Agenda: Chair Sanders 2:30 PM**

The following items are part of a consent agenda package. Please review them carefully and if you have questions or concerns contact Board Chair Adam Sanders at adam@steeleyfoundation.org before the meeting.

- Approval of February & May 2022 BOD Minutes (Exhibit A)
- 08/2022 Grants Tracking Report (Exhibit B)
- Contract Commitments (Exhibit C)

**BOARD ACTION on Approval of Consent Agenda**

**Financial Report: Treasurer Mike Lewis 2:35 PM**

- 07/2022 Financial Report (Exhibit D)
- FY2021 Draft Audit (Exhibit E)
- FY 2021 Draft Form 99 (Exhibit F)
- Communication with Governance (Exhibit G)

## **Governance Committee Update - Board Elections**

**3 PM**

- **Board Turnover**
- **Timeline for Nominations:**
  - **Aug. 29 - Open Nominations**
  - **Sept. 16 - Nominations Due**
  - **Sept. 21 - Governance Committee Meets**
  - **Oct. 3 - Board Elections Open**
  - **Nov. 1 - Board Elections Close**
  - **Late November - Announce Election Results**

## **Membership Investments Update**

**3:10 PM**

- **Membership Investment Resources**
- **Impacts to Budget - Increases**
- **Renewals begin in December, Paper and Digital?**
- **Credit Card Fees**

(Exhibit H)

## **Annual Conference - 2022 Review and 2023 Update**

**3:30 PM**

- **Annual Conference Resources**
- **2022 Review - Finances & Feedback**
- **2023 Planning - Wheeling Location**

(Exhibit I)

## **Program Updates**

**3:40 PM**

- **Programming Pause - Member Outreach**
- **Vision of New President/CEO**
- **ACPR Debrief**

## **CRM Update**

**3:50 PM**

- **Unified Data**
- **Online payments & payment tracking**
- **Digital forms**
- **Project Management**
- **Canceled external services (SurveyMonkey, Mailchimp, Eventbrite)**

## **Give2WV campaign**

**3:55 PM**

- **Effort to Engage National Funders**
- **Phase One Planning to Launch by Nov. 15**
- **Partnering with Orion Strategies**
- **Will Seek Additional Grant Support for Phase 2 in 2023**