

**FAI Board of Directors Meeting
February 14, 2019
Montreal, Canada**

In attendance:

Lisa Schwartz (President)
Matt Sever (Vice President)
Deana McCloud (Secretary)
Alka Sharma (Treasurer)
Ellen Stanley (At-Large)

Lynn Cingari
Lou DeMarco
Gil Gastelum
Chloe Goodyear
Michael Kornfeld
Sara Leishman
Gary Paczosa

Amy Reitnouer
Matt Smith
Ellen Stanley
Denise Stiff
Meg Tarquinio
Laura Thomas
Reid Wick

Regrets:

Aengus Finnan, Executive Director
Dom Flemons
Gerald Torres

Board Committees

Newly elected president Lisa Schwartz called the meeting to order to 10:19 AM ET.

The goal of this meeting is to populate committees, so a review was presented of the current Committee chart. A discussion followed regarding new Directors and their interest in specific Committee service.

There was a discussion of the Bylaws in relation to Nominating Committee membership, limiting the Committee to five members, with two being on the current Board.

ACTION ITEM: Matt Sever will research for further information and discussion at the April meeting. Depending on the outcome of that research, Denise Stiff may be added to that Committee.

ACTION ITEM: Deana will update the Committee chart, and chairs will email all Committee members to inform and answer any questions.

Other Business

Nashville Meeting

Lisa reviewed the details for June 2-4 in person meeting in Nashville.

Advocacy Reminder

Laura Thomas asked Directors to write themselves a message that will be mailed back to them in six months. This is part of the Advocacy initiative for promoting self-care.

Future Meetings Scheduling

Michael Kornfeld had questions about future Board calls and the draft schedule, specifically conflicts for August 2. It was noted that the dates on the calendar are not confirmed; rather, they are suggested dates to be set after new Directors were installed.

Chloe Goodyear asked about meeting times to accommodate her Australian time zone. Also, Deana was asked to put the time in the title for calendar invitations to avoid confusion.

Motion: To adjourn meeting

Made by: Deana McCloud

With all business being concluded, the meeting was adjourned.

ATTACHEMENT: Updated Committee Chart

COMMITTEE	PURPOSE	GOALS / NEXT STEPS
<p>EXECUTIVE Lisa Schwartz, President Matt Sever, Vice President Alka Sharma, Treasurer Deana McCloud, Secretary Ellen Stanley, At Large</p> <p>Aengus Finnan, Executive Director</p>	<p>Provides Board Leadership. Facilitates necessary actions between board meetings. Supports ED planning and preparing for Board Meetings and Events. Strategic planning and oversight of plan implementation. Responsible for board assessment and training, or for delegating such duties to a director who is passionate about board development.</p>	<ul style="list-style-type: none"> - Ongoing mgt, monthly meetings to assess needs - Board self-assessment
<p>PERSONNEL ExCom without Executive Director</p>	<p>ED oversight, supervision, performance review and contract negotiations.</p>	<ul style="list-style-type: none"> - Conduct performance review – April 2020 - ED contract renewal –
<p>FINANCE Alka Sharma (chair), Donald Davidoff*, Lou DeMarco, Michael Kornfeld</p>	<p>Fiduciary oversight. Review financial statements before they are circulated to the board. Forecasting and reporting mechanisms.</p>	<ul style="list-style-type: none"> - Monthly review of financials - Annual review of budget - Ad hoc review of intra-year changes to business plan
<p>FUNDRAISING Lou DeMarco (chair), Lynn Cingari, Denise Stiff, Dom Flemons, Sara Leishman, Meredith Krygowski*</p>	<p>Expand revenue base from Donors, Sponsors, Grantors. Cultivate relationships.</p>	<ul style="list-style-type: none"> - Consider roles of Corporate/Foundation Sponsorships, Grants, Annual Fund, Major Gifts, Planned Giving, Special Events – consider FAI priority order of efforts - Assist staff as needed in fundraising initiatives - Activate board members to give and/or get throughout the year
<p>GOVERNANCE Matt Sever (Chair), Gerald Torres, Sara Leishman, Chloe Goodyear</p>	<p>Review bylaws and board policies and procedures. Initiate changes. Deliver any proposed changes to board for approval and to ED for annual ballot.</p>	<ul style="list-style-type: none"> - Review issues referred to GovComm by the Board - Oversight, ensure compliance w/ Bylaws + Board policies
<p>NOMINATING Amy Reitnouer (chair), Gary Paczosa, Susie Giang*, Billy Maupin*</p>	<p>Consider and recruit new directors.</p> <p>From Bylaws: <i>“Act for the membership in actively seeking qualified candidates for Director... who characterize the multicultural, geographic, membership types and business skills necessary to manage FAI”</i></p>	<ul style="list-style-type: none"> - Maintain Canadian/International appointments if needed - Review and refine nominating committee process - Gather suggestions from Board and membership - Explore suggestions received, discuss candidates - Discuss board makeup, future nomination needs/pipeline - Address equity, diversity, and inclusion priorities - Deliver slate to Board for approval - Accept/facilitate any write-ins
<p>REGIONS Matt Smith (chair), Deana McCloud, Lynn Cingari, Laura Thomas, Alka Sharma</p>	<p>Maintain and grow relationship with the Regions. Assist the Regions with continued growth and issues as they arise. Oversee,</p>	<ul style="list-style-type: none"> - Address the Canadian territories in each region and determine how the regions are facilitating engagement.

	review, recommend and facilitate changes to Regional bylaws. Strategically consider vision and goals of further collaboration between FAI and regions.	<ul style="list-style-type: none"> - Consider international regions, methods of cultivation, and when formal organization will be appropriate - Assess validity/merit of FAI's designation of Mexico as part of a region in the absence of members, outreach, research
<p>PROGRAMMING Deana McCloud (chair), Gary Paczosa, Lynn Cingari, Reid Wick, Matt Smith, Meg Tarquinio</p>	<p>Primary: Support ED and staff with annual conference planning and execution. Secondary: Support ED and staff with special events and programs throughout the year.</p>	<ul style="list-style-type: none"> - Assist ED and Program Manager with identification and recruitment of keynote, featured speakers, artists, special sessions
<p>MEMBERSHIP Amy Reitnouer, Ellen Stanley (co-chairs)</p> <p><u>Subcommittees:</u> RESEARCH: Michelle Conceison (lead), Amy Reitnouer, Gil Gastelum, Meg Tarquinio, Linda Fahey*, Erin Benjamin*</p> <p>RELATIONS/BOARD ALUMNI: Joan Kornblith (lead), Amy Reitnouer, Sam Lee*, Matt Sever, Chloe Goodyear, Denise Stiff</p>	<p>Assist staff with member research, survey, and results analysis, as well as member relations and communication. Outreach and recruitment.</p>	<p>RESEARCH:</p> <ul style="list-style-type: none"> - Phase 2: in market "Economic Impact" research - Prioritize research needs – what questions do we want to be able to answer? Who needs data? - Review research conducted by other organizations - Conduct RFP process to find and hire our research partner - Phase 3: Audience Development research - who attends / buys / listens / reads FOLK related performances-recordings-publications <p>RELATIONS:</p> <ul style="list-style-type: none"> - Consider outreach impression made by member comms, what we are telling members when we ask them questions
<p>ADVOCACY Michael Kornfeld, Laura Thomas (co-chairs)</p> <p><u>Subcommittees:</u> PRO/COPYRIGHT: Michael Kornfeld (lead), Reid Wick, Gil Gastelum, Tom Neff*, Aengus Finnan / SMALL VENUE TASK FORCE: Aengus Finnan, Michael Kornfeld, Renee Bodie*, Tim McFadden*, David Hirshland*</p> <p>TRAVEL/VISAS: Aengus Finnan (lead), Gil Gastelum, Laura Thomas, Chloe Goodyear, Gerald Torres</p> <p>HEALTH: Laura Thomas (lead), Dom Flemons, Laura Thomas, Ellen Stanley, Aengus Finnan, Eve Goldberg*</p>	<p>Identification, exploration, research, and recommendations in key topic areas relevant to our membership. Identify courses of action – education, statements, meetings, and other options. Position FAI to influence decision makers, resource providers and key stakeholders on National, State/Provincial, Regional and Local levels.</p>	<ul style="list-style-type: none"> - PRO/COPYRIGHT – updates to the 2016 Copyright Paper & distribution. - HEALTH - - TRAVEL - - VISAS -
<p>SITE SELECTION TASK FORCE (currently dormant)</p>	<p>Review options for 2023 and 2025 locations.</p>	<ul style="list-style-type: none"> - Review staff proposals and recommendations

COMMITTEE MEMBERSHIP BY DIRECTOR

NAME	CHAIR	COMMITTEES	TASK FORCE
Lynn Cingari		Fundraising, Regions, Programming	
Lou DeMarco	Fundraising	Finance	
Dom Flemons		Fundraising, Advocacy	
Gil Gastelum		Membership, Advocacy (2 sub coms)	
Chloe Goodyear		Governance, Membership, Advocacy	
Joan Kornblith		Membership (sub-com lead)	
Michael Kornfeld	Advocacy - Co-chair	Finance, Advocacy (sub-com lead)	
Sarah Leishman		Fundraising, Governance	
Deana McCloud	Programming	ExCom, Regions	
Gary Paczosa		Nominating, Programming	
Amy Reitnouer	Nominating; Membership Co-chair	Membership (2 sub coms)	
Lisa Schwartz		All ex officio	
Matt Sever	Governance	ExCom, Membership	
Alka Sharma	Finance	ExCom, Regions	
Matt Smith	Regions	Programming	
Ellen Stanley	Membership-Co-chair	ExCom, Advocacy	
Denise Stiff		Fundraising, Membership	
Meg Tarquinio		Programming, Membership	
Laura Thomas	Advocacy - Co-chair	Regions, Advocacy	
Gerald Torres		Governance, Advocacy	
Reid Wick		Programming, Advocacy	