

Threshold Choir Board of Directors
November 15, 2023

Present: Bridget Baker, Jan Booth, Leeann Enright, Glenda Guinn-Gilles, Allison Lynch, Natasha Phillips, Sudie Pollock Absent: Caitie Deranek Stewart

The meeting was facilitated by Leeann Enright, interim ED.

Introductions and locations were shared.

Minutes previously approved.

Annual Appeal

- (Leeann) Caitie shared the annual appeal plan to the ED and Board co-chairs and is seeking input by tomorrow (11-16). If approved, she will send a follow-up by end of same day.
- (Leeann) Kanopy will have the Donor function working by December 1 which will be necessary for the Annual Appeal to occur.

Personnel Items

- (Jan) **PTO**
 - Discussion was held and the motion was made, seconded and unanimously approved for 13 paid holidays for TCI employees which will serve as a benefit without affecting us financially.
 - Discussion was held and the motion was made, seconded and unanimously approved for TCI employees to have unlimited PTO to be managed by the Board for the ED and by the ED for TCI staff. Effectiveness can be reevaluated in one year. Leeann will let Priscilla know these are effective immediately.
- (Bridget) **Dedicated Computer**
 - The possibility of a dedicated computer for Priscilla was discussed. Also, discussion of how documents might more effectively be shared in a reliable and secure manner. Unanimous agreement that Leeann will contact Priscilla to see if she is amenable to using two computers. Also, Heidi's Mac is available for use in the interim.
- (Jan, Leeann) **MCD Position and Job Description**
 - Final copy of job description of the MCD was discussed.
 - Reevaluate JD details in a year or after both the ED and MCD roles have been filled for a reasonable length of time to determine how accurate the job descriptions are. Reassignment of responsibilities may occur after this review.
 - Leeann will create an accountability rate matrix which will show who's responsible, who's accountable, who's to be consulted and who's to be informed.
 - Unanimous agreement to send the MCD Job Description back to the leaders and coaches with the benefits clearly stated. They will be asked if interested to respond with a cover letter and resume by December 4th. They will also be urged to provide the contact information of anyone they feel might be a strong candidate from beyond the leader and coaches circle.
- (Jan, Leeann) **ED Search Plan**
 - Leeann discussed structure of the ED Search Plan document
 - Leeann named as chair of this search. Will identify a co-chair.
 - ED Search Committee will involve a great deal of time and commitment for those involved.
 - Survey designed by Leeann will be used to identify recommended ED Search Committee members. Survey will be distributed to recommendations received and to all Board members.

- ED Search Committee will be responsible for drafting outline of ED position and candidate profile, determining approach for developing applicant pool and developing it, screening applicants, conducting 1st and 2nd round interviews and reference checks, reaching final decision to be presented to either entire Board or Executive Committee of the Board.
- For more specific details, refer to the ED Search Plan document.
- **Deep Dive Meeting**
 - Rescheduled to Monday, December 4th at 9:30 PST
 - (Leeann) Focus on Public Board Meeting and if time update on search process
 - Possibly review function/need for DD meetings at retreat and retreat agenda
- **Public Board Meeting**
 - Monday, December 11th at 12 PM PST
 - All membership invited to hear highlights of 2023 and a brief insight into what's to come in 2024
 - Jan will send the agenda for the Public Board Meeting to the Board to review in advance
- **Board Retreat**
 - Friday, January 19-Sunday, January 21, 2024
 - Leeann suggested a different model of time involved might be considered. This will be discussed.
 - Specific details to be determined with ED and Board co-chairs in collaboration
- **Watchdogs for Non-Profits**
 - Organizations that oversee non-profits and rate whether these non-profits are good places in which to donate funding. 5 major organizations serve this function including the Better Business Bureau
 - Charity Navigator – TCI has a poor rating. Deadline for updating information is early January.
 - Leeann asked for a volunteer to study these organizations and determine if TCI is represented and if so how are we represented, do we want to be represented, how we might improve our rating if necessary, etc. Ally volunteered to organize this and will also contact Caitie for input. Leeann will provide Ally with the information she has.
- **Treasurer's Report**
 - Natasha and Leeann will be meeting to discuss the budget/finances in the near future so no Treasurer's report shared today.
 - Leeann will make an appointment with the bookkeeper for a meeting to include herself, Natasha and Priscilla.
- **Recruitment of New Board Members discussed**

Motion was made, seconded and unanimously approved to adjourn the meeting at 1:25 PM PST.

Respectfully submitted,
Glenda Guinn-Gilles, Secretary

