

<p><u>Workgroup Name:</u> Professional Organizations COLLABORATION Workgroup</p> <p><u>Workgroup Members:</u> Clay Goddard, Kristi Campbell, Dennis Diehl, Lisa Sitler, Ryan Tilley, Kelley Vollmar, Martha Smith, Diane Weber</p> <p><u>Attendees:</u> Diane Weber (chair), Clay Goddard, Kelley Vollmar, Dennis Diehl, Ryan Tilley, Kristi Campbell, Csaey Parnell, and Sandra Boeckman (staff)</p>	<p>Meeting Summary 7/23/2019, 1:00 p.m. – 2:00 p.m.</p>
<p><u>Agenda Items:</u></p> <ul style="list-style-type: none"> <li>• Formalize Structure (bylaws, leadership structure, membership representation)</li> <li>• Develop Sustainability Plan (sustainability, funding, grant writing, continuity)</li> </ul>	
<p><u>Discussion:</u> There was discussion about the draft of the bylaws.</p> <ol style="list-style-type: none"> <li>1. Ryan suggested we add to the draft bylaws a term of service for the Vice President or Vice Chair.</li> <li>2. It was also suggested that this group will not be formalized into a 501C(3).</li> <li>3. Also Clay suggested that a statement be added about who we are and how we were formalized.</li> <li>4. Quorum was discussed and it was decided it should be a simple majority of the total associations will be a quorum.</li> <li>5. It was also suggested that we add a secretary position to the bylaws, but not a treasurer.</li> <li>6. Statement in the bylaws about the number of meeting per year with a minimum of four and whether there could be alternates attend instead of the regular members attend the meetings from each association and would they be able to vote. It was the consensus that the alternates would not vote.</li> <li>7. There was a discussion about adding a vote by phone or in person to the bylaws.</li> <li>8. Wording about missing four in a row or a certain percentage of meetings each year was discussed and will be added.</li> <li>9. A statement about amending the bylaws will also be added and a clause about dissolution.</li> </ol> <p>There was discussion about a sustainability plan and how it would be addressed. Casey volunteered to put a cost estimate on continuing to hold meetings after the grant process is over.</p>	<ol style="list-style-type: none"> <li>1. Diane agreed to write up a statement that would be the foundation statement in the bylaws regarding how the organization was originally organized.</li> <li>2. Ryan, Clay and Diane volunteered to draft the various new sections of the bylaws.</li> <li>3. Casey volunteered to put together some cost estimates together for the purposes of a sustainability plan and Diane will do some bullet points on paper.</li> </ol>
<p><u>Next steps:</u></p> <ol style="list-style-type: none"> <li>1. Professional Organizations Meeting – August 27, 2019 or September 3, 2019</li> <li>2. Next Collaboration Workgroup Meeting – September 17, 2019 at 1 p.m.</li> </ol>	