



# Special Executive Meeting

- August 20, 2020 @ 7pm - [Virtual Meeting](#)
- Chair: Barry Keen, Secretary: Brett Bickerton

## 1. Attendance

Officers						Quorum: President or VP + 3 Officers + 50% Directors					
Barry Keen	Y	Rob Moyer	N	Mike Birmingham	Y						
Christ Taylor	Y	Nathan Woods	Y	Nadia Elmasry Weiss	Y						
Meghan Luis	N	Katie Hackert	N								
Directors											
Zack Barriage	N	Kevin Brown	N	Aaron Hardy	Y						
Mark Trimbe	Y	Josh Gruhl	N	Mike Heckendorn	Y						
Brett Bickerton	Y										
Staff											
Donna Harrington	N										
Guest(s)											

## 2. Agenda

- Motion to appoint Meghan Luis as Secretary and Katie Hackert as Treasurer - Brett Bickerton
  - 2nd - Barry Keen
  - Pass
- Motion to appoint Mike Heckendorn as VP of U9 and Below - Brett Bickerton
  - 2nd - Nathan Woods
  - Pass
- Overview of how the Executive operates:
  - Please sign the [WMHA Code of Ethics and Confidentiality](#)
  - Please ensure you declare when you have a conflict of interest
  - Day to day operations are handled by Paid Staff and managed by the President
  - The President will typically consult/involve the Officers in operations

- Directors are required to chair at least one committee. The committee model is how work gets done outside of board meetings.
- Executive Meetings are held monthly on the last Monday of every month
- The Executive members are expected to attend all meetings. If less than 70% attendance, the President will look at next steps.
- All Executive members are to provide reports so that a board package can be distributed and reviewed before the meeting.
- Executive meetings loosely follow Robert's Rules of Order
- Meetings are chaired by the President, minutes taken by the Secretary
- Big decisions require a motion, below is an example of the flow :
  - Bill: I move to increase the cost of registrations to \$750
  - Chair: Can we get a seconder?
  - Bob: I second the motion.
  - Chair: Are there any discussions?
  - Bill: I believe we need to increase the cost because we are losing money.
  - Linda: I believe our Membership can't absorb that cost as we've seen it increase the last 5 years.
  - Chair: All in favor, all against
  - Chair: The motion carries or is lost (Pass or Rejected)
  - Secretary records the results: Motion question, person that raised the motion, the seconder, any key discussion points, vote result and details if needed.
- Committee selection should happen at the next meeting.
- Reach out to the person that previously held your position and transfer knowledge. Ex. [Secretary](#)
- A good book on this topic: [The Little Book of Boards - A Board Member's Handbook for Small \(and Very Small\) Nonprofits by Erik Hanberg](#)