

SEA First Board Meeting Minutes

DATE: Thursday July 19, 2018 TIME: 09:00 PST LOCATION: Global go to meeting

MEETING CREATED BY: Helen Eby MINUTE TAKER: Gabriela Penrod
TYPE OF MEETING: Board positions FACILITATOR: Helen Eby

BOARD MEMBERS IN ATTENDANCE

HELEN EBY helen@gauchatranslations.com
LILIA O'HARA lcohara@san.rr.com
DANIELA GUANIPA info@danielaguanipa.com
GABRIELA PENROD gaterpenrod@earthlink.net
ROMINA M. SPARANO romina@languagecompass.com

AGENDA TOPICS

- 1) What the Bank requires
- 2) Definition of board responsibilities
- 3) Assignment of Responsibilities
- 4) When will each position be up for election
- 5) Closing

1) What the Bank requires

President and Treasurer must be on the account.
Secretary or President takes statutes to bank to open account. Treasurer may not do this.

2) Definition of Board responsibilities

President: Setting up meetings, calls to order in meetings, represents the organization in public.
Minutes Secretary: Takes minutes, distributes minutes via e-mail for us to review and revise via e-mail so that revisions are confirmed at next meeting for minutes to be published.

Treasurer: Bookkeeping/Budgeting – Includes future expenses to see what income and expenses are expected as well as an itemized list of income and expenses to date.

Communications Secretary and Membership Committee Supervisor: Oversees Membership Committee to ensure that everything is running smoothly, that new members feel welcome, etc., sends official correspondence to members, keeps a record of said correspondence.

Continuing Education Supervisor: Oversees Continuing Education Committee to ensure that CE provided through our Association is aligned with our Code of Ethics and Principles. A very important position because providing continuing education opportunities for our members and through our website is key to the Association.

Webmaster: It was agreed that this position has to be independent from others but will work closely with Communications Secretary, Membership Committee and CE Committee, and can be performed by whatever member of the board is most capable.

3) Assignment of responsibilities

It was decided that the positions of the Founding Board will be assigned as follows:

President: Helen Eby

Minutes Secretary: Gabriela Penrod

Treasurer: Lilia O'Hara, Helen will help train and a bookkeeper will be hired to handle more technical issues when possible.

Communications Secretary and Membership Committee Supervisor/Webmaster: Daniela Guanipa, Gabriela will help with communications/membership when needed.

Continuing Education Supervisor: Romina Marazzato Sparano, Lilia will help when needed.

4) When will each position be up for election for the first time:

It was decided that for the sake of continuity the positions will be up for elections in different years and that subsequent Board Members will serve a 3 year term. Board Members can serve 2 consecutive terms if elected, in the same position or a different one, and then they must go back to a general member status for at least one term before serving another term.

The responsibilities will be up for elections as follows:

Minutes Secretary: In 2 years

Treasurer: In 3 years

Communications Secretary/Membership Committee Supervisor: In 3 years

Continuing Education Committee Supervisor: In 4 years

President: In 4 years

5) Closing:

Session was closed at 10:05. Helen to share Bookkeeping and Assignment of responsibilities Excel files, Gabriela to send Minutes for approval/revision via e-mail. Once all revisions have been made, a final copy of the Minutes will be sent for signature.

APPROVAL

Motion: to approve minutes as soon as possible so we can open Bank account.

Minutes Prepared July 20 by:



Gabriela Penrod, MoM Secretary

08/08/2018

Date

Approved by:



Helen Eby, President

08/08/2018


Date



Daniela Guanipa, Comm. Secretary

08/09/2018

Date



Lilia O'Hara, Treasurer

08/08/2018

Date








Romina Sparano, CE Committee Supervisor

08/08/2018

Date








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