

ADDC Pre-Convention Zoom Board Meeting
Saturday, October 3, 2020
9:00 a.m. CST

The October 3, 2020 Zoom Pre-Convention meeting of the Board of the Association of Desk and Derrick Clubs was called to order by President Keith Atkins at 9:00 a.m. Central time. The Secretary, Casi Nichols was present.

The Board Members on the call were:

Evelyn Green - President Elect, Susan Miller – Southeast Director, Shelly Hildebrant-Northeast Director, Christina Forth-West Director, Margie Steed- Southeast RD Elect, Kay McKinley-Central RD Elect, Philana Thompson-Treasurer, Cindy Krebs-Northeast RD Elect, Heather Woods-West RD Elect, Terry Ligon- Immediate Past President and Marilyn Carter-Parliamentarian. Margie Steed had drop off the call in the afternoon.

The invocation was given by Susan Miller.

AGENDA ITEMS:

1. **Minutes Review Committees-** The minutes will be reviewed by Philana Thompson, Shelly Hildebrant and Christina Forth once completed.

2. **Standing Committee Reports-**
 - a. **Club Bylaws/Guidelines Review** – The Club Bylaws/Guidelines Review Committee report was presented by Casi Nichols, Board Contact. The committee submitted proposed changes to the Club General Information section of the ADDC Bylaws & Standing Rules related to the scheduled review of club bylaws. The changes were approved by the ADDC Board and updated Bylaws have been sent to club presidents and posted on the ADDC Website.

The Board gave General Consent for the Club Bylaws/Guidelines Review Committee to review information on the ADDC website and send recommendations to the Technology Committee for necessary updates.
 - b. **Education/Certification** – The Education/Certification Committee report was presented by Casi Nichols, Board Contact. There were no action items.
 - c. **Finance Review** – The Finance Review Committee report was presented by Terry Ligon, Board Contact. The committee was asked by the Board to help decide the best way to track and report income and expenses related to the Certification Program. The committee is still working on a recommendation. There were no current action items.
 - d. **Membership** – The Membership Committee report was presented by Keith Atkins, Board Contact. Goals to gauge the pulse of ADDC membership were unable to be met due to website construction and COVID restrictions. There were no action items.
 - e. **Program** – The Program Committee report was presented by Keith Atkins, Board Contact. There were no action items.

- f. **Public Relations** – The Public Relations Committee report was presented by Evelyn Green, Board Contact. There were no action items.
 - g. **Rules** – The Rules Committee report was presented by Evelyn Green, Board Contact. Request of approval of deadline for February 19, 2021 for submitting proposed amendments to ADDC Bylaws & Standing Rules. General consent was given by the Board. No proposed changes were submitted to the Committee by clubs for 2020.
 - h. **Tax-Exempt US** – The Tax-Exempt US Committee report was presented by Philana Thompson, Board Contact. IRS extended filing deadline to July 15, 2020. All Region Funds and Clubs filed their required tax forms. There were no action items.
 - i. **Tax-Exempt Canada** – The Tax-Exempt Canada Committee report was presented by Philana Thompson, Board Contact.
- 3. Special Committee Reports-**
- a. **Contest** – The Contest Committee report was presented by Terry Ligon, Board Contact. There were no action items.
 - b. **Leadership/Planning/GAME** - The Leadership/Planning/GAME Committee report was presented by Terry Ligon, Board Contact. There were no action items.
 - c. **Marketing/Publications/Social Media/Trade Shows** – The Marketing/Publications/Social Media/Trade Shows Committee report was presented by Evelyn Green, Board Contact. There were no action items.
 - d. **Nominating** – The Nominating Committee report was presented by Terry Ligon, Board Contact. There were no action items.
 - e. **Registrar** – The Registrar Committee report was presented by Casi Nichols, Board Contact. There were no action items.
 - f. **Technology** – The Technology Committee report was presented by Terry Ligon, Board Contact. There were no action items.
- 4. Convention Reports-**
- a. **2020/2022 Convention** – The 2020/2022 Convention report was presented by Keith Atkins, Board Contact. Since the 2020 Convention was cancelled and the existing Pittsburgh Convention plans moved to 2022, the Three Rivers Club asked for guidance on how to handle the \$3,000 stipend and the donated funds collected for the 2020 Convention. Penny Jacobs, 2020/2022 Convention GAC was advised to let the donors know that the Pittsburgh Convention had to be postponed until 2022, and do they approve the funds being used for the 2022 Convention. If donors want their funds returned, we should issue them refunds.

- b. **2021 Convention** – The 2021 Convention report was presented by Evelyn Green, Board Contact. Request for approval of payment of the \$1,000 stipend for the year 2021 to be paid to the Desk and Derrick Club of the Westbank. Approval for the annual stipend for 2019-2021 was given in 2019.
- c. **2023 Convention** – The 2023 Convention report was presented by Philana Thompson, Board Contact, and Convention GAC. Dates for Convention will be September 19-24, 2023 in Albuquerque, NM. The Finance Review committee will review hotel contracts prior signing. There were no action items.

LUNCH BREAK 12:07 – 12:35 PM CST

5. Other Reports-

- a. **ADDC Educational Trust** – The ADDC Educational Trust report was presented by Keith Atkins, Board Contact. There were no action items.
- b. **ADDC Foundation** – The ADDC Foundation report was presented by Terry Ligon, Board Contact. There were no action items.

6. Board Reports-

- a. **Central Region** – The Central Region report was read by Keith Atkins. There were no action items.
- b. **Northeast Region** – The Northeast Region report was presented by Shelly Hildebrant, Region Director. There were no action items.
- c. **Southeast Region** – The Southeast Region report was presented by Susan Miller, Region Director. There were no action items.
- d. **West Region** – The West Region report was presented by Christina Forth, Region Director. There were no action items.
- e. **Executive Assistant** – The Executive Assistant report was presented by Evelyn Green, Executive Assistant and President-Elect. There were no action items.
- f. **Parliamentarian** – The Parliamentarian report was presented by Marilyn Carter, Parliamentarian. Proposed changes to the ADDC Board Procedures and Board Standing Rules that were discussed at the 2020 Budget and Planning Meeting were reviewed and approved by the Board. The updated documents will be published on the ADDC Website.
- g. **Immediate Past President** – The Immediate Past President's report was presented by Terry Ligon, Immediate Past President. There were no action items.

- h. **Treasurer** – The Treasurer’s report was presented by Philana Thompson, Treasurer. There were no action items.
 - i. **Secretary** – The Secretary’s report was presented by Casi Nichols, Secretary. Board votes since Budget and Planning were ratified by General Consent.
 - j. **President Elect** – The President Elect’s report was presented by Evelyn Green, President Elect. There were no action items.
 - k. **President** – The President’s report was presented by Keith Atkins, President. There were no action items.
7. **Financial Discussion-**
- a. **ADO** – President Keith Atkins worked with Charity Rising to analyze the time required to handle the management duties of ADDC now the major work of rebuilding the ADDC Website and membership database; and transferring our accounting from WolfePak to Quickbooks. Due to our smaller membership and shrinking revenue, Charity Rising has adjusted our monthly management fees. Beginning January 1, 2021, the monthly cost will drop from \$2,575/month (\$30,900/year) to \$1,300/month (\$15,600/year) with no annual increases for three years.
8. **Website** – Charity Rising and the Technology Committee recommended purchasing *Membership Works*, a membership database plugin to replace the current software that is not operating as hoped. The plugin will cost \$93.75/month (\$1,125/year), but we feel we need to get the membership database updated and working properly with the Website to improve our members’ experience with the Website. Christina Forth made a motion to purchase *Membership Works* on a trial basis. The motion was seconded by Evelyn Green. Motion passed with 7 For and 2 Abstaining. Since there is no discount for paying for the year, we will pay on a monthly basis, which lets us cancel the service if it does not provide the expected results.
9. **New Business-** None

There being no further business, the meeting was adjourned at 3:04 pm CST.


Casi Nichols
2020 ADDC Secretary


Keith Atkins
2020 ADDC President