
NAVAC Meeting Minutes

July 5, 2018

Call to order

A meeting of the NAVAC board was held via telephone on July 5, 2018 @ 3:00pm EST. Attendees included Monica Chambers, Jerri Costa, Saydyie DeRosia, and Traci Lederer. Members not in attendance included Ann Marie Easley and Mary Roche.

Old Business:

Monica reviewed emails from a few weeks ago:

- Zero proposals submitted for 2019 conference
- Monica will send out email today or Monday requesting proposals with deadline of 7/15/18 for submission.
- Oregon-Washington propose to co-host 2019 conference
- **At-large members** interested in the two positions: Lorie Brisbin, JP Miller, and Daniel Torrez—we need to wait to the 15th to vote on this. Lydia suggests board determine goals for next year then choose at large members. Suggestions to do more with VOD and restorative justice formalized with VOD/NAVAC, member specifically connected to a parole board, post-conviction services.
- **Boise attendee** list was sent out.
- **Name change**—have everything we need to do it—include copy of by-laws with new name. *Articles of incorporation go to Massachusetts, *notification to IRS, *change on grant website with DOJ.
- **Business Manager** –see if someone would like to take on the task of taxes/annual filing, membership dues, registration for conference. Lydia has a job description she will send to Monica. Lydia also recommended having a plan in place for business manager — reviewing proposals/resumes for position.

New Business:

- Monica will clean up the contacts in the address book and will check with Brittany about contact list and gmail list. Lydia recommended using share point for all of our materials
- **Recruitment of Membership**—post conviction services agencies that are not members. Think about a membership committee. Consider having a member discount on conference fee if member.
- **Board book**—suggestion to have a board book to reference time lines, meeting minutes—guide for checks and balances to meet deadlines.
- **Annual work plan**—suggestion to include when taxes are to be paid, when article needs to be filed etc. Keep a reference for current board to follow and guide for future boards. Some

documents are already done and some templates are already in place. Board meeting minutes—everything needs to be stored in one central place. Jeri made a conference handbook which included timeframes. There needs to be a conference planning section as part of the annual work plan.

- **NAVAC folder**—this folder is located on google drive and includes grant info, Hershey PA conference, Portland conference, scholarship and membership information.

Action Items:

- Next meeting July 18th board will need to determine regular meeting time/day each month
- Jeri will send conference handbook
- Lydia will send Business Manager job description draft
- Monica/Saydyie will take care of the articles/by-laws with Massachusetts and IRS.
- Traci will find meeting minute template to include: old business, new business, action items.

Next Meeting:

Wednesday, July 18, 2018 @12:00pm PT, 1:00pm MT, 2:00pm CT, 3:00pm ET

Adjournment

4:16pm EST

Traci Lederer
Secretary

Date of approval