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# NAVAC Meeting Minutes

## September 20, 2018

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### **Call to order**

A meeting of the NAVAC board was held via telephone on September 20, 2018 @ 3:05pm EST. Attendees included Jerri Costa, Saydyie DeRosia, Mary Roche, Daniel Torrez and Traci Lederer. Members not in attendance included Ann Marie Easley, Monica Chambers, Lydia Newlin, Karin Ho, and JP Miller.

### **Old Business:**

- Minutes from 7/18/18 and 8/30/18 were approved with the exception of Saydyie's name spelled incorrectly.
- Saydyie will send a calendar invite to board members for the year to determine meeting day.
- Jeri reported nothing has been done yet with business name change.
- Saydyie will be speaking with Lydia regarding business manager position. Discussion occurred around business manager description provided by Jerri.
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### **New Business:**

- **Google docs**--Need access
- **Microsoft office**--Discussed possibly setting up Microsoft office for NAVAC—there may be an annual fee—Jeri will look into this.
- **Business manager position**—how will we advertise this position—possibly on NAVAC website—discussion around pay, time, contractor or employee—the person needs to understand non-profit management—Saydyie will write up position description and send to board for review.
- **2019 Conference**—Saydyie contacted Daryl in Louisiana—everything is a go at this time. Dates looking at the week of May 20<sup>th</sup> or June 10<sup>th</sup>. Daryl is checking with hotels in Baton Rouge for sites and government rate. Does Daryl have a planning committee? Need a theme for the conference—ideas: center around NAVAC, collaboration—improving post-conviction services--- what is NAVAC.
- **VOD Summit**—Jon Wilson informed Traci that he will not be attending conference this year—Daniel Torrez will speak to him about this when he is in Arizona next week facilitating training.
- **NAVAC Website**—Mary will update website with Louisiana as conference location and “stay tuned for dates”. She will also update website with new board members.
- **Gmail NAVAC Members**—Traci will contact Brittany, Monica and AnnMarie regarding updated contact list for members.

- **Membership recruitment--** we need to work on recruiting more states, more members— discussed sending letter to DOC directors regarding membership, non-profit agencies, coalitions, victim services, bureau of prisons.
- **Jeri sent conference handbook to board members.**

**Action Items:**

- Saydyie will send a calendar invite for the year to board members
- Saydyie will speak with Lydia re: business manager and then write up position description and send to board for review
- Daniel will speak to Jon Wilson regarding VOD Summit
- Jeri will look into Microsoft office cost for NAVAC
- Traci will contact Brittany, Monica, and AnnMarie regarding updated contact list for NAVAC members
- Mary will work on updating website and gmail email issues.

**Next Meeting:**

Thursday, October 25, 2018 @12:00pm PT, 1:00pm MT, 2:00pm CT, 3:00pm ET

**Adjournment**

4:22pm EST

Traci Lederer  
Secretary

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Date of approval