



Southern Arizona Volunteer Management Association
Board of Directors Planning Session Minutes
February 8, 2019

Attendees: Jill LaBrie, Jessica Dennes, Carlos Chavez, Jennifer Lohse, Alexei Marquez, Haley McCachern, Tori Carlson, Shea Lynn Fernald

Absent: Kathy Janssen, Heidi Gerrish

1. The meeting was called to order with quorum being present at 8:42AM.
2. The President welcomed the 2019 board of directors and introductions took place.
3. Board orientation was presented including a review of the 2019 board manual and the 10 basic responsibilities for board members.
4. Dropbox will be used as the primary source for working materials, while inactive files will be archived in the google drive account (savmatucson@gmail.com).
5. Board approved Committee Charters were discussed and committee leadership was identified as follows:
 - a. Membership Committee Co-Chairs: Haley McCachern and She Lynn Fernald
 - b. Program and Events Committee Co-Chairs: Jennifer Lohse and Kathy Janssen
 - c. Governance and Administration Chair: Carlos Chavez
 - d. Communications Committee Chair: Alexei Marquez
6. The following Committee Chair duties were reviewed:
 - a. Set and distribute agendas prior to meeting
 - b. Minutes must be taken and submitted to the Chair of the Board
 - c. Facilitate committee meetings
 - d. Develop committee goals and objectives that are connected to the strategic plan
 - e. Ensure all committee members are actively assigned projects as this is where the work of the board is accomplished
 - f. Are action oriented and timeline dependent
 - g. Help the committee formulate philosophy statements, and recommendations and motions to the Board of Directors
 - h. Plan for committee sustainability by recruiting new members with pertinent skills and talents to the work of the committee
 - i. Appreciate their team and say thank you
 - j. Are ultimately in charge of results
7. 2019 SAVMA Board Goals were established as follows:
 - a. Overall board goals:
 - i. Create a vision for SAVMA to be approved by the general membership in December 2019.
 - ii. Review and approve the values statements as drafted by Alexei and Jessica in 2019.
 - b. Communications Committee
 - i. Increase Committee Membership to 7 people
 - ii. Build an annual communication plan
 - iii. Manage social media posts
 - iv. Complete word press posts for speakers and events (work with P&E Chair)


- v. Establish a LinkedIn presence.
 - vi. Benchmark and increase subscribers to all active social media platforms.
 - vii. Identify a series of “ready to go” communications for promotion.
 - viii. Build press kit for SAVRE
 - ix. Build press kit for VolunteerSoAZ
 - x. Continue to grow reach in e-news.
 - xi. Establish a budget for 2019.
 - xii. Support other SAVMA committees with their growth.
- c. Membership Committee
- i. Clean up membership list
 - ii. Build a recruitment plan
 - iii. Member satisfaction survey
 - iv. Build a retention plan
 - v. Design new member materials and benefits
 - vi. Build a member handbook
 - vii. Provide a monthly member spotlight to Communication Committee
 - viii. CVA development
- d. Governance and Administration Committee
- i. To build and implement and annual board orientation
 - ii. To build board member manuals
 - iii. To establish an annual budget and procedure
 - iv. To build a Dashboard report on the committee suggested metrics
 - v. To figure out and control bank(ing) accounts
- e. Program and Events Committee
- i. To identify a SAVRE Chair, budget and plan for 2020
 - ii. To build a one-page sheet for speakers instructions and that gives them information about SAVMA
 - iii. To build a standard process for Speaker Confirmations and reminders that solicits their meeting needs
 - iv. To build a decline template for speakers not selected.
 - v. Solicit speakers
 - vi. Identify program needs (skills based)
 - vii. Review and Promote ALIVE Membership opportunities and speakers
 - viii. SEI relationship development
8. Committee Chairs are tasked with taking the following actions before the March 21, 2019 board meeting:
- a. Recruit SAVMA members to the committee.
 - b. Schedule a first committee meeting and review the 2019 goals and assign work to committee members.
 - c. Identify potential 2020 committee leadership for training throughout the year.
 - d. Amend all Charters to include as a key responsibility: Train future committee leadership
9. The 2019 Perpetual Board Calendar was developed and can be found in the dropbox:
<https://bit.ly/2UU2fx7>
- a. Committee Chairs should develop their specific worksheets and then update the Master Calendar for the Board Chair to develop future agendas.

Upcoming Meetings:

Date	Time	Topics and Actions
3/21/2019	2:00PM	Budget, Room Reservation, Vision Statement, SAVRE Update
April		990 Filing and Corporation Commission Filing
5/16/2019	2:00PM	All Speakers Booked
June		
July		
8/15/2019	2:00PM	
September		
10/17/2019	2:00PM	
11/21/2019	2:00PM	Build Slate of Officers
December		Annual Meeting: Elect Officers

Board Roster 2019:

Board Member Name	Primary Email	Mobile Phone
Jill LaBrie	jill.labrie@pcjcc.pima.gov	520-465-2630
Jessica Dennes	Jdennes86@gmail.com	956-466-6276
Carlos Chavez	Carlos@soazbigs.org	520-730-9134
Jennifer Lohse	jennifer@tucsonfoundations.org	520-275-5748
Kathy Janssen	kjanssen@hssaz.org	520-977-9644
Alexei Marquez	alexeimarquez@email.arizona.edu	520-245-5490
Heidi Gerrish	hgerrish@lss-sw.org	
Haley McCachern	Haley.McCachern@childrensclinics.org	
Tori Carlson	Tcarlson@icstucson.org	
Shea Lynn Fernald	SFernald1@tep.com	



Submitted by Jennifer Lohse, Secretary