



Board Meeting Minutes
01/25/2017 7:00p.m. to 8:30p.m.

The meeting got underway with an ice breaker at Jim Jensen’s home. Board member attending included: Jayne, Valerie, Andrea, and Katy. Two prospective board members participated by phone: Angela and Sean.

Standing Board Business

Minutes submitted by Jim were approved without objection.
We received reports from Jim about the transition of board business to him as the interim President, and from Jayne about the treasury and membership. The bank account has \$2,976.23. No actions required. The question of keeping the P.O. Box was tabled until the next meeting.

Annual Meeting Plans

Potential dates: Tues. Feb. 21 and Wed. Feb. 22. (Jayne and Andrea have Tuesday conflicts)
Draft agenda: Council business (approving bylaws changes and the new board and officers)
Sean will develop an agenda regarding changes to various Seattle grant programs and a discussion among members about desired grant activities this year.

Communications/Outreach Plan

Valerie lead us through a high-level review of the goals, objectives and strategies in the board’s communication plan.
Google docs – we will keep using this for the time being. Andrea will provide a tutorial about Google docs for the next board meeting.
Email setup – Katy is still tracking emails for us.
Facebook, Twitter, and Instagram accounts have been set up. Need is for a protocol about how board-specific and member posts will be approved/made.
Website: we have the desired address. Andrea has an excellent candidate who will create a new web design and logo design for us. Katy has a sample contract for possible use.
MOTION: It was moved and second and approved unanimously “to budget \$600 to pay for a new website design and BBCC logo design to the organization, subject to final board approval.”
Discussion about a small sparks grant application continued.

Meeting Adjourned at 8:30.

Supplemental action

In late February, during the time between board meetings, Andrea Petzel, elected Communications Officer at the Annual Meeting in February, reported on the committee’s

progress setting up the new website.

The committee recommended selecting Jaclyn Gault to work on the website and included a suggested contract.

Andrea requested board approval to a budget request for \$699 for this effort (\$500 for website development and \$199 for logo development).

Her requests were formalized in a request "Recommendations for Next Steps: Website/Social Media"

The board, voting via email, approved the requests with a sufficient number of votes.

The communications committee began their work and the contract was approved and signed by the President of the board.

A report on progress is due at the next board meeting.