# Welcome new Board Members—Christine Runyan, Secretary, and Lindsay Bennett, Membership Chair, In attendance: Nicole Underwood, Christine Runyan, Chis Kleiser, Lindsay Bennett, Karen Ferraz, Sarah Moss, Julie Jones, Ana Bonnheim, Heather Hubbard, Wimberly Thompson, Emily Barry, Lynne Farmer, Justin Willocks, Jamie Chapman

# 23JAN23 Board Meeting Minutes–Tabled until next meeting Action Item: Approve Jan meeting Minutes

# Fundraising Update— Emily /Nicole

1. Fundraising Plan Update- New $60,000 target. 1) program fees, 2) sponsorship, $10-15,000 3) targeted campaigns like giving Tuesday. $10,000  
   Action Item- someone put this in graphic form  
   1. March FUNdraising Event-Bearden VooDoo Brewry for bingo and games, need to raise money but need to stay affordable. 5MAR23 2-5 pm Flyer. Long discussion on bingo, and if prizes are legal. Concluded with bingo but no prizes associated with the bingo.
   2. Mailer (Letter, Newsletter, Flyer, Sponsorship/Donor letter) Action Item: a sponsorship form, 1 page individual, one page corporate, with corporate sponsor levels of gold, silver, bronze, and Friends and “in Honor” for individuals and levels of support tied to specific activities. Remember corporate matching. Action Item: Karen reviewing document in mailer. No open day? How do we share media promotional materials with corporate sponsors? Action Item: Check into what a media release covers for sponsor marketing
   3. Prospectus
   4. Donor/Sponsorship Campaign/Form (See notes)
2. Program update–Julie Jones
   1. Status- step up 15 filled, YM- Filled, Village- will be summer aftermarket villages, with 6 applicants. We can pick up another on Wednesday. 11 chapters ahead of us, and most not taking a second village, and we would need another leader. Two NC applicants, and if we could get a NC leader as well. Feb 23 invitations, Football Pool Feb 21
   2. Scholarship Chair/applications- scholarships still available
   3. Invitations and Delegation Celebration dates
   4. Mini Camp –John Knox, April 1-2, Julie working on insurance
3. Interchange Update—Wimberly
   1. **Mainly- We are still recruiting!** For delegates and leaders.  The person (Leader interest) who reached out via email (Rae) has not responded to follow up emails. Julie was going to reach out to her as well. Also, if anyone has connections at Knoxville Montessori or Mead Montessori, I would love a name to open up a connection. If not, I will cold call. Action Item- list on Facebook and other Social Media posts to recruit for leaders, focus on Interchange, Village. Wimberly to provide info to Justin.
   2. The leader Brazil has selected will not turn 21 until July 5 and because the U.S. cannot extend into August due to school starting, the program will likely have to be shortened a bit.
   3. The Friendly Agreement that would normally be completed by now hasn’t been completed by any LIC’s due to technical issues. International is working on a fix.
4. Training-Nicole/Karen
   1. National Leadership Training (NLT) Hosting (April 15) -Update Atlanta, Chatanooga and Smoky MTN leaders. 1 day training, two nights. Action Items: Chris Kleiser point person for coordinating with national, homestays, meals, where will training be, and how that will all be communicated. Ana Bonnheim may do distance work here. Nicole needs numbers for hosting and offers her house.   
      Volunteer Coordinator – Michelle Fuqua
   2. LLT Info: LLT training registration is now open!  It is for both days March 4th and March 5th. [LLT Registration](https://cisvusa.org/events/list/?tribe-bar-search=Training) Action Item: Karen will send training dates to Julie and Wimberly and Nicole so potential leaders. March 18. Possibly Online, 10-4. Action Item: Karen will send out shared spreadsheet on dates
   3. Other Training: LLT for Smoky Mtn: March 18 for all staff, leaders, and JCs
   4. Registration for the RTF (Regional Training Forum) in Canada is now open:[RTF - Canada - Registration](https://appam.certain.com/profile/web/index.cfm?PKwebID=0x28843abcd)  No dates for Canada. Trainings that are being offered are Chapter Development, Risk Manager and Train the Trainer. Chris is going to Columbia for training.
5. Finance – Heather and Bennie
   1. Bank Status $10,000 in the bank, bills paid timely.
   2. Tax Exempt Certification renewal- Action Item: Heather knows the form to fill out.
   3. Upcoming Audit
6. Risk Management/Safe-Guarding --Chris/Lynne
   1. CISV USA filled out the majority of the RAG template and I am working on the rest.  They also provided supporting documents.
   2. Automatic sanctions if JC, Seminar participant, leader, or staff do not meet age.  There is potential that it may be extended to all.
   3. They are working on getting documentation/confirmation but it looks like kitchen staff for YM/SU must be 3 years older than participants.
   4. Working on getting approval for December birthdays for village.
   5. Expecting protocols for hosting and homestays in March.
   6. Still haven’t received background check form from Karen.
   7. If hiring international staff for our camp we do need to contact their NA as part of the vetting process.  Also, need paper trail of parameters of the agreement with them.  What is being covered by us, what they will be responsible for covering on their own.
7. Membership-Lindsay- She is learning and getting up to speed. Decision point- remain with CISV central and process of how to we get our data out of neon.
8. Communications-Justin
   1. March 5th Fundraiser: I’ll work on getting the March 5 fundraiser publicized once that gets finalized and I have all of the details.
   2. Trailhead Beer Market Pint Night: Chris put me in touch with Trailhead and we have been discussing potential dates for a pint night. Rather than rushing it and competing with our March 5 date, we have been discussing two other potential dates **March 28 or April 11**. Action Item- Justin to announce date
   3. Fanatic Fundraiser: I’ve been speaking with Fanatic about a fundraiser initiative they are wanting to include us on. The gist is, they are gathering other nonprofits to help each other to have potluck fundraising events. This has been put on hold until after the March 5th fundraiser and I can get more of a commitment from our board if we want to do this.
   4. City of Knoxville Grant: Discovered Community Improvent (202) Funds grant with the City and Rita is looking into applying for it. Several million dollars are set aside for local nonprofits. More info: <https://www.knoxvilletn.gov/government/city_council/community_improvement__202__funds>
   5. Youth Meeting: I’ve gotten approved for time off from work so that I am able to help Karen staff our Youth Meeting!
9. Community Shares –Jamie. We have our points, no additional seems needed at this time.
10. Youth Meeting – Lauren/Ana/Nicole- Meeting on Fridays. First precamp due March 1, still working on logistics. Staffing – Justin and Lauren for 25 plus. One applicant from NC, two international possibilities for staff. One 19 yo, and then an 18yo. Junior staff to be recruited locally. Action Item: Reach out to local JBers of correct age. Action Item: Need date on calendar.
11. What’s coming up
    1. Spring Chapter Meeting 23APR23—Board Slate
    2. Upcoming Dates (see below)
    3. Regional Meetings (Mini Camp) Update
12. JB Update—Leigh
    1. LJR training and JB Development. [JB Sign Up's](https://docs.google.com/spreadsheets/d/1awPBWLHpX9zCBgrXxgaHTLmnK-ZX9BrvgIzgYqHDQVk/edit#gid=0) It will be March 4-5 and 11th-12th.  LJR's must attend
    2. Mini Camp Planning
    3. March 5 event

Action Item: Get Emma to look at the JB dates for LJR’s. Reach out to Leigh and follow up.

1. Board Member Task List Reminder Open position: President Elect- create items for spring chapter meeting. Action Item: Fill the president Elect and commit for next year board positions.

**Upcoming Dates**

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| 21FEB23 | After Market Football Pool | Zoom |
| 5MAR23 | Chapter FUNdraising gathering | VooDoo Brewing Co. |
| 4-5MAR23 | Local Leader Trainer Training |  |
| 18MAR23 | Smoky Mtn Local Leader Training | TBD |
| 23MAR23 | March Board Meeting | Zoom |
| 1-2APR23 | CISV Smoky Mountain Mini Camp |  |
| 1-5APR23 | Risk Management Training | Colombia |
| 15APR23 | NLT @ Smoky Mountain | TBD |
| 20APR23 | April Board Meeting | ZOOM |
| 23APR23 2-4 pm | Spring Chapter Meeting Delegation Celebration | LOCATION? |
| 18MAY23 7:30 pm | May Board Meeting | Zoom |
| 15JUN23 | June Board Meeting  Bon Voyage Party (Delegation Send Off) | In Person (Main Event?) |
| 6AUG23 | Welcome Home Party (Delegation Debrief) | Foothills Camp |
| 1-4SEP23 | Regional Mini Camp (Atlanta?) | Atlanta |
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List of Board Member tasks:

1. Make a CISV Central account [www.central.cisvusa.org](http://www.central.cisvusa.org)
2. **Complete the Conflict of Interest statement**, which can be found on CISV Central under forms. Forward confirmation email to president’s email.
3. Those who have access to personal information (President, VP of Programs, Risk Manager), **complete the Non Disclosure Agreement Form** on CISV Central (under forms). Forward the confirmation email to the president’s email.
4. Explore BaseCamp: Everyone should be invited by now. This is our document repository and communications tool. Please familiarize yourself
5. Complete the [Online Safeguarding Course](https://cisv.org/resources/training/cisv-elearning/)
6. Consider setting up chapter specific email (we’ve been following the format: smokymtncisv.ROLE@gmail.com

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| **2022-23 Smoky Mountain CISV Board** | | | Updated 19JAN23 |
| **Position** | **Name** | **Phone Number** | **Email** |
| President\* | Nicole Underwood | 865-607-8248 | [wood@mamaadventures.com](mailto:wood@mamaadventures.com) |
| President-Elect\* |  |  |  |
| Past President | Jamie Chapman | 865-210-1804 | [jlcpharmd@gmail.com](mailto:jlcpharmd@gmail.com) |
| VP of Finance\* | Heather Morgan | 865-247-2114 | heatherhubbardmorgan@gmail.com |
| VP of Programs | Julie Jones | 415-810-5793 | [mofoot@aol.com](mailto:mofoot@aol.com) |
| VP of Communication\* | Justin Willocks | 865-556-5548 | [smokymtncisv.communications@gmail.com](mailto:smokymtncisv.communications@gmail.com) |
| Local Interchange Chair | Wimberly Thompson | 865-804-4189 | [wimthompson1@gmail.com](http://wimthompson1@gmail.com) |
| JB Advisor | Leigh Simmons | 865-441-1203 | [glsimmons110@gmail.com](mailto:glsimmons110@gmail.com) |
| Treasurer\* | Bennie Underwood | 970-290-8169 | [smokymtncisv.treasurer@gmail.com](mailto:smokymtncisv.treasurer@gmail.com) |
| Fundraising Chair | Emily Barry | 865-384-2850 | emilywbarry@hotmail.com |
| Secretary\* | Christine Runyan | 704-770-5352 | Christine.runyan@yahoo.com |
| Former Risk Manager\* | Lynne Farmer | 865-384-4797 | farmerlynne@gmail.com |
| Risk Manager\* | Chris Kleiser | 865-207-2718 | cmkleiser@hotmail.com |
| Membership Chair | Lindsay Bennett | 865-368-9599 | [lindsay.bennett82@gmail.com](http://wimthompson1@gmail.com) |
| Scholarship Chair |  |  |  |
| Community Shares Chair | Bob Grimac | 865-546-5643 | [bobgrimac@gmail.com](mailto:bobgrimac@gmail.com) |
| Insurance Chair and myCISV Coordinator | Wendy Thrasher | 865-356-9187 | wendydddfs@gmail.com |
| Member at Large (Maryville)\* | Stephanie Burr | 865-765-5508 | [steviemildred@aol.com](mailto:steviemildred@aol.com) |
| Member at Large (Knoxville)\* | Sarah Moss | 865-804-4189  865-560-6008 | sarah\_rimer@hotmail.com |
| Member at Large\* | Cristy Smith | 865-386-2804 | cristyraesmith@gmail.com |
| YM 23 Planner | Lauren Herbstritt | 865-696-0777 | lkh@utk.eduu |
| YM 23 Planner | Ana Bonnheim | 214-883-3692 | ana.bonnheim@gmail.com |
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| \* - Officer/Exec Committee | |  |  |