

# WGI-US Board Meeting Minutes

## May 17<sup>th</sup>, 2018

### 4pm eastern/3pm central/2pm mountain/1pm pacific

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/2756982209>

Or iPhone one-tap (US Toll): +16465588656, 2756982209 # or +14086380968, 2756982209 #

Or Telephone: Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)

Meeting ID: 275-698-2209

#### In Attendance:

Kim Olver – Executive Director

Jim Mishler – Chair

Shruti Tekwani – Recording Secretary

Lois Knapton – Vice Chair and Northeast Region

Sharon Carder-Jackson – Mid American Region

Shana O’Boyle – Southeast Region

Cesar Castaneda – West Region

Markie Gordon – Marketing Consultant (Arrived at 4:45pm Eastern and left at 5:33pm Eastern)

Emerson Caps – Representative from the Succession Planning Committee (Left at 6:06pm Eastern)

#### Not in attendance:

Janette More – Treasurer & Sunbelt Region

Corby Meyer – Mountain States Region

John Mieras-Midwest Region

Martin Price – Northwest Region

1. Monthly Approval Agenda 10 min
  - a. Approval of March Minutes

Cesar moves to approve the April minutes and Lois seconds the motion.

Lois 4

Cesar 4

Shana 4

Jan 4 (gave consent via email to Shruti)

The motion was passed to approve the minutes.

2. 2019 Conference (Shruti): We have a contract that is ready to be signed. We are waiting on Jan to return from her trip so she can take a look at the contract. Kim will sign it after that.
  3. Executive Director Updates
    - a. Glasser House: Rae spoke to Kim about the idea of WGI-US buying a house and using that house for trainings, retreats, etc. The board discussed concerns and ideas. Kim will keep it in the back of her head for the future.
    - b. International Updates:
      - i. Kim talked about the conference in Bogota and encouraged people to invite attendees.
      - ii. WGI has come up with an online course meant for emergency responders. It's a different way of getting basic training.
      - iii. Markie Gordon: Markie updated the board on the progress that is being made during the Tuesday check in meetings. She presented some slides, which will be sent to the board.
      - iv. Succession Planning: Emerson Caps joined the meeting to represent the succession planning committee since Jan wasn't present at the board meeting. There weren't enough board members present for a quorum to vote on the job description. Kim also talked about Shruti mentioning that people don't really know what Kim and Denise do and if something were to happen to them. We would be in trouble. It's important to be trained on these positions, but how do we go about it? Kim suggested we take the description and look at what is reasonable for 40 hours as well as 8 hours and come back next month for approval of both job descriptions. Another idea was to have an Assistant Director that would serve two purposes: help the Director and learn the job in the meantime. We will do an online vote for the 40 hour/week job description. Shruti will be the one receiving the numbers for the vote via WhatsApp. Kim will send this out and board members will send their vote to Shruti via WhatsApp.
- Emerson Caps left at this time (6:06pm Eastern)
- v. Foundation Search: It's not working for us and there isn't a way to renew. Kim asked for an extension of our membership but they wouldn't do that for free. Shana has a person at St. Patrick's School that might be able to help us with grant writing.
  - vi. Mental Health and Happiness: Markie suggested dissolving the website and including it in our website. Earlier we wanted it separate because WGI-US was about training and programs. We think it will get more traffic. Also, Kim thinks now we can revive the MHH Summit with Madigan's help. Kim will have a conversation with Nancy Buck about integrating MHH with WGI-US.
4. Region Highlights
  5. Committee Reports

6. Other business: Sharon was the only person interested in running for her position again. Marty is willing to continue and Mitchell is also willing to run.
7. Next Meeting : June 5<sup>th</sup>, 2018 at 2pm Eastern. Shruti will send out a Doodle poll for July.

The meeting ended at 6:25pm Eastern.

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**Standing Committees**

- A. Counseling: Cesar
- B. Education Committee: Jim
- C. MHH Committee: Nancy
- D. Product Approval Committee: Kim
- E. Youth Council/Sustainability: Shruti
- F. Diversity: Gloria
- G. Subject Matter: Kim]
- H. Marketing: Jim
- I. Planned Giving: Kim
- J. Succession Planning

**Tabled Items**

- A.
- B.
- C
- D.

**Up Coming Events**

- A. 2019 Conference in NW
- B. Branding Meeting in OK 4/8/2018

## Explanation of Agenda Items.

The Goal for Agenda changes is to streamline the agenda to while providing meaningful opportunity for discussion. The timelines are guidelines intended to keep the meeting focused on the agenda item at hand. If an item need more time then time will automatically be extended to meet the need.

1. Approvals: this is similar to a consent agenda but not quite as each item will require a consent.
  - a. Roberts rule would have the agenda approved after giving everyone an opportunity to add additional items.
  - b. Minutes speak for themselves
  - c. Expenditures: We have a fiduciary responsibility as a board, therefore we should approve all expenditures (even if after the fact). If we had an auditor review our procedures this would be strongly (required) recommended. A simple copy of our check register would be sufficient for our purposes. This is also the place for the Treasurer to make any comment on the status of our current budget.
2. Executive Dir. Update: self-explanatory
3. Action Items Requiring Consensus: Self explanatory
4. Discussion Item: A topic that deserves discussion but does not require immediate action.
5. Review of By-Laws and PPM: Taking a small piece from each document and reviewing its intent and relevance. If changes need to be made we can make them at the next meeting under action items.
6. Region Highlights: Rather than hearing from several regions each month I would like to hear from one to find out what they are doing and what the need to be more successful.
7. Committee Reports: Same as Region Highlights. I want to recognize the work that is being done by each committee by having the chair of the committee participate if possible. I also would like the board to focus on how the board can support the activity of that particular committee.

Submitted by Shruti Tekwani, Recording Secretary  
Board Member, William Glasser Institute-U.S.

*James A. Mishler, MA*

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Jim Mishler, Chair  
William Glasser International, Inc.

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Kim Olver, President & Executive Director  
William Glasser International, Inc.