

## Northwest Infant Survival & SIDS Alliance (NISSA)

Board Meeting Minutes  
July 6, 2010, 7:00-8:30pm  
Telemeeting

Board Members Present: Aileen Carrell, Melissa Allen, Stacey Branom, Nora Davis, Stephanie Hoel, Caroline Law, Laura Martini, Jeff Norman

Board Members Absent: Andrea Berndt, Penny Gay, David Jardine (inactive), Kandy Paulson

Staff Present: Inga Paige (ED), Liz Montgomery (Eastern WA)

Guests Present: Deborah Robinson

- Call to order – 7:00pm
- Agenda – no changes, stands approved
- Minutes of 6/8/10 – no changes, stands approved

### Executive Director Report (Inga)

Staff/contractor changes:

- (Inga's resignation is effective 7/9/10. This is her last board meeting. **Deborah Robinson** (long time NISSA former staff and volunteer) has agreed to be the interim administrator until a new ED is hired. Inga will be available for a small number of hours/month to consult on ED matters.
- **Liz Montgomery** began work July 1<sup>st</sup> as the Eastern Washington staff (20 hrs/week) replacing Laura Martini.
- Lindsey Hulet's (Office Manager) last day was June 30<sup>th</sup>. She will be available on a contract basis to train her replacement. Lilian Akumu was hired but fired after 3 days. Inga will interview a second candidate who had excellent credentials & references. Note: **Jessica Christensen** accepted the position (25 hrs/week)
- Amanda Carter Gomes (auction coordinator hired in late June) resigned (job offer). Inga will interview another candidate. Note: **Laurel Ashley** accepted the contract position and will begin work immediately.

Annual Campaign ended 6/30/10. \$4000 contributed – down \$2500 from last year.

Auction update: Items are coming in on schedule. Board members are encouraged to procure items from their community contacts. Forms distributed at June board meeting – more available at the office. Wendell Tobiason (Auction Chair) is planning a volunteer meeting later in July. Inga/Deborah to be sure all board members are included. See above re: paid auction coordinator.

Grants: Inga has prepared a written list of grants, including, timelines, amounts, restrictions, etc.

Members reminded of the 5K run/walk to benefit NISSA - Newport, WA Saturday July 17<sup>th</sup>. Jeff, Deborah and Melissa will be attending from Western WA. Laura, Andrea, Jenny and Liz from Eastern WA.

Liz Montgomery asked for guidance from the board re: priorities for her work in Eastern WA. Aileen suggested she start with an orientation with Deborah as to the best use of her time.

Treasurer's Report: (Stephanie)

NISSA ended the fiscal year (June 30) with a \$29,000 surplus. Stephanie walked members through the proposed July 2010-June 2011 budget (copies emailed prior to meeting). Board will vote on the budget at the next meeting (or by mail if no August meeting.)

Board Committee Updates:

- Board Development Committee: Melissa and Stephanie. Melissa (chair as of 7/1/10) updated board on the orientation of new board members that will take place in two 1-hour telephone meetings, one on the work of the board and the second on NISSA programs. Dates being considered. Stephanie is developing a mentorship for new board members – each paired with an experienced board member.
- Fundraising Committee: Kandy, Penny, Aileen: No report. Chair (Kandy) absent.
- Program Committee: Nora, Andrea. Nora (chair) shared some of her ideas for the program committee that will meet for the first time in July or August.

**Note: Every board member is asked to sit on one committee. The original vision was for committees to include board members and non-members. Recruitment work needed.**

NISSA Annual Meeting

Given staff vacancies, this meeting must be postponed. December 2010?

Next meeting: August 3, 2010. 7-8:30pm teleconference

Adjourned at 8:30pm