UMSI Board Meeting

July 16, 2023

# [UMSI Board Meeting May, 2023](https://docs.google.com/document/d/1oUIb-2UueqS73lCK2mJmQZatlfSCX4YHObMx2SPwXG4/edit#heading=h.52kcx2tab82z)

[UMSI Strategic Plan Final Draft 2023](https://docs.google.com/document/d/1OxROQE1AjPjLszg8keaiY9m-iSEZl6Jy8pcZUwi656w/edit#)

# Board Members Present: Jessica Davis, Kathy Lause, Vyju Kadambi, Greg Brubaker, Ines Oldenburg, Katie Gerdts, Tiffany Fennig, Laurie Stockton-Moreno, [Teresa Heaverin](mailto:teresa.heaverin@gmail.com)

Opening

* Jess reads the UMSI Mission Statement.
  + **Mission Statement:** With integrity, United Montessori Schools of Indiana fosters a community that supports, unifies, and advocates for the advancement of Montessori education.
* Consent of minutes approved

Treasurer’s Report

* Kathy will send Quickbooks reports with minutes.
  + Our balance 12,748
  + Paypal balance is $8,350
* Second Reading of Budget
  + Includes every committee’s best guess
  + Vyju moves to approve this budget, Teresa seconded it

Passed unanimously

# General Items

* Board Liability Insurance update (Greg and Kathy)
  + Kathy provided some financial info to Greg
  + May do email vote or next agenda

# Committee Updates

* Finance Committee (Kathy)
  + Progress Check-in on financial strategic plan goals
    - *Projects*
* Create sponsorship/underwriting menu and seek sponsorships
* Spend 6 months building the organization (strategic initiatives 1-3), then make requests to funders
* Define goals of the finance committee, roles within the committee, and begin to create a manual
* ~~Develop working budget that will be shared and updated (projected vs. actual) at each meeting~~
  + ~~Committees will need to submit their budget proposals to aid in creation of operating budget~~
  + ~~After the budget is approved, this will empower the committees to make more decisions without asking the board~~
  + ~~Set spending limit that requires board approval~~
* *Performance Indicators*
* ~~Committee budget proposals to May meeting~~
* ~~Creation of operating budget by July and inclusion of actual vs. projected at each board meeting starting September~~
* Membership (Teresa)
  + Free membership update
    - Number of current members? 69 individuals, 1 school
    - Database of members (individuals and schools) updated
    - Plans for membership events/benefits before October 1?

**MEMBER** Benefit plan: September 9th organizing a “Montessori Mingle” for afternoon around 2-4 pm (Vyju-FW; Kathy- Indy; Teresa- South of Indy; Ines- Warsaw

Sign-up for free membership and for the Members Only Mingle: Katie, Teresa, and Jess

Jess is creating a Montessori Trivia and a gift certificate for conference registration with prizes (book, water bottle, conference registration)

During conference the plan is to give away OLD t-shirts with every new membership;

As people sign up for conference, they can also sign up for membership and can order their t-shirts via QR code. Teresa explained the new ordering of the t-shirts via QR code; The additional cost for the shirt is $5 for the member, the rest is paid by UMSI and part of the benefits (UMSI will pay $15) → membership $30 + additional $5 (for shirt) - $15 for t-shirt = $15 for UMSI

* + New pricing and benefits structure
    - Membership survey response summary
  + Looking for volunteer to help with membership section of website → contact Teresa (or send your tech friends her way)
  + Website items
  + Progress on Membership strategic plan
  + Objectives
    - More member schools
    - More individual members
    - Systems such as a committee manual/calendar or committee roles
    - Attract new membership to committees and the board
  + *Projects*
    - ~~Membership survey to optimize design of membership benefits~~
    - 2-3 person media team, expand audience
    - ~~Evaluate possibility of calling the lapse in renewals “free six month membership for everyone”; discuss and discard or implement by May~~
    - Provide more networking opportunities in various regions (examples: Montessori and Martinis, book club, etc.)
      * - More in Winter
      * Maybe a meetup in Indy
* Professional Development
  + Conference (Laurie) guest speaker and 9 proposals so far;
  + [Presenter Link Application](https://docs.google.com/forms/d/e/1FAIpQLSctaSBRM8fn1VIeXzcZuqfS2Cqll3CPK32kVVlG0RO-oVgEMA/viewform)
  + Fundamentals (IPS) (Vyju)
  + Fundamentals (General) (Vyju) 34 partcipants
  + Progress on professional development strategic plan
    - Objectives
      * Increase conference and fundamentals attendance
      * Increase conference sponsorship
    - *Projects*
* Increase marketing to attendees and sponsors
  + Performance Indicators-more attendees and sponsors (more than $1000 higher income)
* Complete the PD Committee manual, including timelines for completion of event preparations and creation of roles/task teams within the committee
* Research what other states/organizations do for events
  + Performance Indicators-recommendations included in next strategic planning process (and kept in the manual for posterity)
* Profitable professional development offerings
* Governance (Laurie)
  + Census update <https://www.surveymonkey.com/r/IndianaSchoolCensus>
    - 15 responses received (Goal of 50)
    - Can we resend this on social media? Most were completed the day it was sent out in May. Two were completed in response to school outreach phone calls later on.
  + School outreach update
    - 41 out of 70 schools called (58.5% complete). This includes schools that still need follow up (left a message, for example). If you have not completed your phone calls, Board Members, please do!
  + Board Governance Manual revision to reflect expense/budget conversation from May-needs approval
    - [Board Governance Manual July 11, 2023](https://docs.google.com/document/d/1YnDXGGrzzFeVPzGGLTjmTHhsXy_R_jrNdJqi3nVm_14/edit) Approved by all board members on 7/16/2023
  + Progress on governance strategic plan
    - ~~Census update (potential audience/membership)~~
      * ~~Completion of census through surveys and research by January 2024~~
      * Outreach to Indiana Montessori schools about advocacy, PD, validation, and membership
      * Increased multi-year grant relationships from a variety of funding sources
      * Annual organization sponsorships
* Validation (Ines)
  + One new school applicant “Magnolia” payment for application? Invoice will be sent by Kathy

Tiffany sent her the information packet, they applied for EC; no response yet back from Magnolia

## Other Business

**Next BOD meetings: – Dates/Times**

***September 17th 7pm***

***November 12th 7pm***

***January 21st 7pm***