



## Board of Directors Meeting

Date: October 24, 2016  
 Time: 10:30 a.m.  
 Location: Economic Alliance

### Board Members:

Present			Absent
Glenn Johnson, President	David King, Vice President	Debi Jordan, Secretary	Monelle Rougeau
Chad Burk			Allatia Harris, Treasurer

Program Manager: Denise Smesny – **PRESENT**

Guests: **N/A**



**Minutes:**

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
<i>Call to order</i>	The president called the meeting to order at 10:40 a.m.			
<i>Approval of minutes</i>	Minutes from September 12 Board meeting were reviewed. Motion was made by D. King and seconded by D. Smesny to approve the minutes. Motion carried.		D. Jordan G. Johnson	
<i>Treasurer's Report</i>	Treasurer's Report was emailed by A. Harris and approved as presented. D. Smesny needs one of the approved Board members to go with her to the bank to get a debit card.  Budget template was emailed from D. King. Board members should provide additional feedback upon review.	Obtain debit card from bank  Review budget template & provide feedback	D. Smesny & Board member w/signatory authority  All Board members	
<i>Board Membership</i>	M. Rougeau has been unable to attend meetings due to a standing meeting that conflicts with our schedule. In case of a resignation, options for CTE representation were discussed.			
<i>CTE Connection</i>	In order to align with high school CTE programs, D. Smesny will connect with Franklin Higgins, President of the Gulf Coast CTE Directors and CTE Director with Aldine ISD to schedule a meeting and see how we can work with that group.	Schedule meeting with Franklin Higgins	D. Smesny	

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	D. Smesny will also put together a whitepaper outlining the top ten constraints on working with ISD CTE's and the "need to knows" on working with them.	Prepare outline of how to work with ISD CTE's	D. Smesny	
<i>Resource Development</i>	<p>D. Jordan presented a report on the Haas Foundation. D. Smesny will use her grant analyzer tool to dig deeper into research of the Foundation</p> <p>D. Smesny has the resources needed for upcoming events as far as marketing collateral and budget. She does not have enough presenters from industry. G. Johnson will work with the EHCMA Workforce sub-team to help with recruiting presenters. It was also discussed to recognize companies who have partnered on presentations—recognize them on the website as well as in the Economic Alliance quarterly magazines.</p>	<p>Continue research of Haas Foundation</p> <p>Work with EHCMA Workforce Committee to recruit industry presenters.</p> <p>Recognize companies that participate as presenters</p>	<p>D. Smesny</p> <p>G. Johnson</p> <p>D. Smesny</p>	
<i>Meeting Times</i>	Move meetings to one meeting per month. Mondays from 10:30 to 12:30. November 7 <sup>th</sup> meeting is cancelled.			
<i>Metrics</i>	<p>The Board reviewed the metrics. The events spreadsheet was shared by email from D. Smesny. Future summary report will include number of participants engaged since last meeting, highlights of key engagement, and upcoming events. D. Smesny will create a few summation slides showing the cumulative data. The slides can be used when making presentations</p> <p>D. Smesny received the Google analytics for the PetrochemWorks from CAEL. The analytics show a direct correlation between DIDI presentations and upticks in website visits.</p>	Prepare summary updates and summation slides	D. Smesny	

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<i>IRS Designation</i>	D. Smesny shared the 501(c)3 documentation with the bank to make sure there was alignment after the changes have been made.	Complete		
<i>Metrics</i>	D. Smesny updated the metrics spreadsheet and will present some summation data from the spreadsheet that can be used for reporting or presentations. Suggested charts: number of events per month; total participants--students, parents, ISD reps, community college reps; male/female ratio. For now, we are reporting per calendar year. May need to consider moving to an academic year next year. Request was made from the board to create a repository that resides on the DIDI website for Board members to access documents such as metrics data, etc.	Create summation data from spreadsheets Create repository of data on website for Board access	D. Smesny  D. Smesny	
<i>Regional Workforce Partnerships</i>	D. King will also contact Mike Lykes at Neighborhood Centers to continue cultivating the partnership with their organization and making presentations to their clients.  We will have a presence at the EHCMA Golf Tournament on October 28 <sup>th</sup> . We will host/assist in stuffing the goody bags at the Economic Alliance offices on October 25.	Cultivate partnership with Neighborhood Centers  C	D. King	
<i>Marketing and Outreach</i>	C. Burke sent out the Career Profile Model slides. All marketing collateral is 100% complete for upcoming events. D. Smesny will work with Kaitlyn to put together the game to be used with the Career slide.  Pursue "What's Cool About Manufacturing" video.	Create game to be used at events	D. Smesny  D. King	
<i>Programs &amp; Events</i>	Houston Area Manufacturing Day Event – Event sponsored by BASF and University of Houston. The event lacked some organization and coordination. There was a nice recognition in the Houston Chronicle.	None		

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
	<p>11 teachers from Pasadena ISD completed the job shadowing; however, the all remaining shadowing opportunities were cancelled.</p> <p>Board members were asked to assume leadership of at least one area/program and present a proposed budget:</p> <p>Young Manufacturers Academy – D. King</p> <p>Champions Program – A. Harris</p> <p>Manufacturing Day – D. Jordan</p> <p>Ambassador’s Program – G. Johnson</p> <p>Events/Presentations – D. Smesny</p>	<p>Lead at least one area/program and present a proposed budget</p>	<p>All Board members</p>	
<i>Next Meeting</i>	<p>Next meeting will be Monday, November 28, from 10:30 to 12:30 at the Economic Alliance Conference Room</p>			
<p>Meeting adjourned at 12:22 p.m.</p>				

Submitted by: \_\_\_\_\_  
Debi Jordan, Secretary

Date: November 21, 2016