



## Board of Directors Meeting

Date: March 1, 2016

Time: 9:00 a.m.

Location: Economic Alliance

### Board Members:

Present			Absent
Michelle Hundley, President	Glenn Johnson, Vice President	Allatia Harris, Treasurer	N/A
Debi Jordan, Secretary	David King		

Program Manager: Denise Smesny – **PRESENT**

Guests: **N/A**



**Minutes:**

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Call to order</i>	M. Hundley called meeting to order at 9:00 a.m.		
<i>Approval of minutes</i>	Minutes from the January 26, 2016, board meeting were reviewed and discussed. Revisions and additions were suggested.	Minutes will be amended and sent through email for approval.	M. Hundley/D. Jordan
<i>First Quarter Financials</i> <i>Treasurer's Report</i>	Treasurer's Report will be provided at each meeting.	G. Johnson will provide templates for review/approval	A. Harris/G. Johnson
	A. Harris and D. Smesny met with Beacon Federal Credit Union to begin the process of opening the foundation's bank account. The board recommended having two names on file for signatory authority—the Treasurer and Program Manager, but requiring only one signature for disbursements.		
<i>Vote to approve signatories on bank account</i>	<p><b>MOTION:</b> G. Johnson made a motion to approve A. Harris and D. Smesny as signatories on the bank account.</p> <p><b>SECOND:</b> D. King</p> <p>Bylaws require Board Resolution.</p>	<p>Approved Unanimously</p> <p>Resolution needs to be drafted for Board Approval</p>	M. Hundley

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>Vote to approve debit card for program manager</i>	<p><b>MOTION:</b> A. Harris made a motion to approve requesting the bank to provide a debit card to program manager for easier access to funds.</p> <p><b>SECOND:</b> D. Jordan</p>	Approved Unanimously	D. Smesny
<i>Program Manager Report</i>	<p>D. Smesny reported on recent ambassador activities. Her report is attached and is to be included as an official record in the minutes.</p> <p>There was discussion about metrics that will be used to track program and event performance. Metrics being tracked are a part of the attached report. Ms. Smesny will be developing an activities page on the DIDI website for ambassadors.</p> <p>One of the most difficult metrics to track is placement of students in industry. The board discussed ways to work with industry to request that their human resource departments capture the data that could support this tracking.</p>	D. King will contact ABC to see if their members are capturing high school and college graduate information through their application process.	D. King
<i>New Business</i>	<p>The board sees a need for a regional asset map to document all that is going on in attracting, training and retaining a workforce for our targeted industries.</p> <p>If there is not an existing map, Dr. Harris and Ms. Jordan will begin work to create one and identify the organizations, the mission of their initiative(s), the audience for their initiative, and what their activities are.</p>	D. Jordan will contact Peter Beard with the Greater Houston Partnership to see if this has already been done.	D. Jordan/A. Harris

Agenda	Discussion	Tasks/Conclusion	Responsibility
<i>New Business (cont.)</i>	<p>The board discussed putting board members with company/organization name on the DIDI letterhead. Members will have to get approval from their employers and report back to Ms. Hundley. The board will consider using letterhead with names just for solicitation letters but not on all correspondence.</p> <p>A request was made to add board members to the speakers' bureau roster if they are not already included.</p> <p>Mr. King announced that INEOS Site Manager, Stacy Putman, is being recognized for Women in Excellence in Manufacturing. The press release is attached.</p>		
<i>Next Meeting</i>	The next board meeting will be March 22, 2016, from 8:30 to 9:30 a.m. at the office of the Economic Alliance Houston Port Region.		
Meeting adjourned at 11:35 a.m.			

Submitted by:   
Debi Jordan, Secretary

Date: March 24, 2016