



Board of Directors Meeting

Date: June 27, 2016
 Time: 10:30 a.m.
 Location: Economic Alliance

Board Members:

Present	Absent
Glenn Johnson, President (phone)	Allatia Harris, Treasurer
Debi Jordan, Secretary	David King, Vice President
	Chad Burke
	Monelle Rougeau

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 10:35 a.m.			
<i>Approval of minutes</i>	Minutes for April and May meetings were sent out electronically. Revisions were made to May minutes and approved by email ballot.	June meeting minutes to be distributed by email before next meeting. Discussion and approval will be by email.	D. Jordan G. Johnson	Minutes emailed
<i>First Quarter Financials Treasurer's Report</i>	A. Harris gave the Treasurer's Report - Account balance - \$100 BASF Payment (\$15,000) and INEOS Payment (\$15,000) pending The GHP/UpSkill Houston funds (\$20,000) were deposited in the Economic Alliance account before the DIDI account was created. Those funds were used for marketing materials, manufacturing week, and summer camps 2015.		A. Harris	
<i>Review of DIDI tool kit</i>	No action has been taken	Add page numbers to DIDI tool kit	D. Smesny	In Progress
<i>Develop Strategy & Execution Plan</i>	G. Johnson submitted the goals and objectives with a draft of the strategy and execution plan. See attached. The Board to determine if the goals and objectives subscribe to the national framework. All DIDI activities/action items	Review draft of goals and objectives. Discuss through email, and finalize at next Board meeting	All	In Progress

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	<p>should be aligned with the objectives—if not, they should not be considered. G. Johnson iterated that we need to establish the primary purpose of our existence—what are we trying to accomplish, and is it captured in the objectives. Once we define objectives, we will set short-term, intermediate and long-term goals.</p>			
<p><i>Add ISD, Contractor, Maritime and Port Board Members</i></p>	<p>ISD – Monelle Rougeau has accepted the Board position but was unable to attend the June meeting. Contractor – C. Burke is setting up a meeting with Jacobs. Maritime – Leave this in queue, but we need to evolve more before we make this ask. San Jacinto College has industry representatives on their maritime advisory committee that can be considered when the time is right. Port – Agreement was reached that we need to go ahead and invite a Port member to advise us as we start moving toward expanding our role in the maritime arena.</p>	<p>Set up meeting with Jacobs</p>	<p>C. Burke</p>	<p>Discuss at next meeting</p>
<p>Marketing Collateral</p>	<p>Need banner, table display, booth design and pricing. Action item was moved to July</p>			
<p><i>DIDI Website</i></p>	<p>Website is running. D. Smesny has been working on it. Need a picture of D. King. Board members need to review titles for accuracy. D. Smesny added a video made at Alief ISD at their Early College High School.</p>	<p>Maintain website Send picture Review titles on website</p>	<p>D. Smesny D. King Board</p>	<p>Ongoing</p>
	<p>The web platform isn't meeting our needs. After our subscription to the current platform expires, we can host our own website or use something that better fits our needs and is more user friendly.</p>	<p>Research better platform for DIDI website</p>	<p>D. Smesny</p>	

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501(c)3 Status	<p>There are some paperwork updates that are necessary. D. Smesny spoke with Kirsten Solis with Peterson Accounting. She reported that the processing time is typically between 21 days to 6 months. DIDISETX is considered a "pending applicant."</p>	Update paperwork	D. Smesny	
Collaborative Update	<p>Waiting to hear from Speaker's Bureau with EHCMA to coordinate with DIDI speaker needs. Neighborhood Centers - did camp last summer, not this summer, hopefully next summer. They are building a training center in Pasadena and are in a planning stage. They had a community-wide meeting and we will stay aligned with the progress. Opportunities for what is coming for the future.</p> <ul style="list-style-type: none"> - Need to develop a list of partnership opportunities. Give updates quarterly. D. King will create a list of partnership opportunities for organizations and identifying a manager for each - action for July. Ongoing reports. 	<p>Develop a list of partnership opportunities and identify a manager for each</p> <p>Alignment with EHCMA Events Committee</p>	D. King G. Johnson & D. Smesny	
Career Comparison Chart	<p>C. Burke shared a wonderful career comparison chart with the Board by email for review. G. Johnson expressed he has some questions concerning income sources and wants to do some more work to make sure there is consistency. C. Burke and G. Johnson will continue to work on this chart and will bring a final version to the next meeting for review and discussion.</p> <p>D. Smesny will work on a game using the career</p>	<p>Vet consistency and accuracy of career comparison chart, make any necessary revisions, and present to the Board for discussion and review.</p> <p>Create a game to use with</p>	C. Burke & G. Johnson	

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	comparison chart to be ready in August.	students using the career comparison chart.	D. Smesny	
<i>DIDI Newsletter</i>	D. Smesny is writing a DIDI article that is published in the Economic Alliance quarterly magazine. D. Smesny will pull that section and publish it separately under the DIDI logo and place it on the website.	Publish the article written for the Economic Alliance magazine under the DIDI logo and place on website.	D. Smesny	
<i>Manufacturing Week</i>	Manufacturing week is the last week of September and first week of October. D. Smesny and D. Jordan will help A. Harris with the planning/organization of this event. BASF is hosting an event in the Houston area that will include workforce professionals as well as workforce candidates (students).	Plan/organize Manufacturing Week	A. Harris, D. Smesny and D. Jordan	
<i>Women in Manufacturing – LEAD</i>	CCPI is hosting a Women in Petrochem conference in February at South Shore Harbor. We need to consider incorporating a Women in Manufacturing component.	Make connection to CCPI Women in Petrochem Conference	D. Jordan	
<i>Grant Opportunity</i>	TPC had a grant proposal opportunity but it was too short a notice. We need to keep this in mind for next year.			
<i>New Business</i>	D. Smesny reported that we received a tax Form 990EZ. A. Harris, Treasurer, will work with D. Smesny to confirm all information is accurate and provide a signature since G. Johnson wasn't president for the year the tax form is representing.	Review 990EZ for accuracy, sign and scan for Board minutes.	A.Harris & D. Smesny	
<i>Old Business</i>	Discussed having a booth at the Gulf Coast Industry Forum	Arrange for a DIDI booth at the GCIF	D. Smesny	
	Discussed DIDI potential key wins: Manufacturing Week –			

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	<p>presentations to ISD's—target getting into 6th or 7th grades – Academy/EnergyVenture Camps – Ambassador program and how DIDI can be additive with tools such as Edufactor, etc. – robust data/metrics – Develop a 40 minute lesson for ISD's to use and imbed videos, possibly use Rock Manufacturing info – Have a VIP tour in a plant for ISD Superintendents</p>			
<i>Next Meeting</i>	<p>Next meeting will be Monday, July 25, 2016, from 10:30 to 12:30 at the Economic Alliance Conference Room</p>			
Meeting adjourned at 12:30 p.m.				

Submitted by: _____
 Debi Jordan, Secretary

Date: _____
 July 8, 2016