



Board of Directors Meeting

Date: August 22, 2016

Time: 10:30 a.m.

Location: Economic Alliance

Board Members:

Present		Absent	
G. Johnson, President	David King, Vice President	Allatia Harris, Treasurer	Monelle Rougeau
Debi Jordan, Secretary	Chad Burke		

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 10:37 a.m.			
<i>Approval of minutes</i>	Motion was made by A. Harris and seconded by C. Burke to approve the minutes as presented. Motion carried.		D. Jordan G. Johnson	
<i>501(c)3 Status</i>	D. Smesny updated the Board regarding the IRS and State documentation.			
<i>IRS & State Documents</i>	<ul style="list-style-type: none"> – IRS Timeline was handed out and is part of these minutes (see attached). We are still required to file taxes even though we did not have any income. 990EZ has to match the submission of the 1023. We also have to change some things with the State of Texas, and the attorney will take care of all of that. Originally, the intent stated we would be providing scholarships and grants, and that intent has changed. Legal accountants will take care of the IRS/State documents. Weycer, Kaplan, Pulaski & Zuber, P.C (WKPZ) are providing counsel. – Additions/changes to original documents submitted: changes in Board membership; close relationship with the Economic Alliance; different methods we may use to fundraise to include receiving money through the website. Even though we are not doing it now, 	Paperwork to be completed and submitted to IRS and State for 501(c)3 status.	Attorneys – WKPZ	

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	<p>we need to be structured to be able to in the future.</p> <p>-As soon as paperwork is completed, we need to go back to the bank and make sure the paperwork there is updated. Exhibit B program information – content is fine. Bios – good. Unanimous Written Consent form needs to be signed—they were amended to match the form being submitted for non-profit status. Included with that is Exhibit 1/Exhibit A. Power of Attorney/Declaration of Representative – G. Johnson will sign to authorize the lawyer to represent DIDI. We have submitted an \$850 check to the IRS for the application fee and they are holding it pending the submission of new paperwork. The IRS deadline for submission was extended to August 30, 2016. Paperwork was signed by Board members present. Attorney will submit to IRS and State of Texas.</p>	<p>Once documents are filed, must review/revise bank documents.</p>	<p>D. Smesny</p>	
<i>Sponsorships</i>	<p>BASF payment pending. INEOS payment was received in June. D. Smesny will be drafting a donation receipt letter that shows 501(c)3 status is pending.</p>	<p>Draft donation receipt letter</p>	<p>D. Smesny</p>	
<i>Defining Goals & Objectives</i>	<p>What are the 3 things we are trying to accomplish through DIDISETX?</p> <p>Change the perception of the industry and inspire next generation workers to pursue petrochemical manufacturing and logistics careers.</p> <ol style="list-style-type: none"> Informing students Empowering parents Assisting educators Engaging manufacturers 	<p>Draft 2017 Goals & Objectives</p>	<p>G. Johnson</p>	<p>In Progress</p>

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	G. Johnson will take the statement above and use it to draft our goals and objectives for 2017.			
<i>Metrics</i>	We need to ensure that we have the appropriate tools to capture, report and track metrics. Each meeting, we should have an updated report on the metrics that will include event participation, presentations, number of students reached, etc.	Surveys, communication cards, and other tools to capture metrics and provide communication	All	
<i>Manufacturing Day</i>	D. Smesny is presenting to CTE faculty at Pasadena ISD that day. We can work within the CCPI framework to get Superintendents into a plant. BASF is working with UH who is hosting a large-scale event during Manufacturing Week. That group is working directly with the Manufacturing Institute. October 6-7. The way we can help is to help recruit CTE faculty, counselors and administrators to participate in the event. Focus on women in manufacturing.	Partner with NAM/BASF/UH on event on October 6-7. Help recruit students to participate and support efforts.	All	
<i>Participation in Regional Events— Collaborative Update</i>	A.Harris, D. Smesny, and G. Johnson participated in the Science & Teachers in Industry Workshop hosted by the Texas Chemical Council. D. Smesny gave a presentation regarding careers in targeted industries. Tied it to the science connections. Attended the Texas Career Education Conference. D. Smesny did a presentation on DIDI. Ludith, Dani Grant, Greg Ship, Carolyn Watson did a presentation on PetrochemWorks. May want to be involved in the EHCMA Workforce Development golf tournament as a hole sponsor or some kind of presence as a non-profit. We support the tournament by providing space for assembly of the gift bags. Reach out to EHCMA Events Committee to see if we can get some recognition at the goody bag table for DIDI. Might also contribute a DIDI pen for the goody bags. Service Works Skill Building Boot Camp – We are committed to participating. Volunteered to make a presentation on	None		
		Contact the EHCMA Workforce Committee regarding participation in their golf tournament or recognition for DIDI	D. Smesny	
		Prepare presentation		

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	<p>PetrochemWorks.</p> <p>Communicate progress – partnership opportunities for organizations that have similar activities. Create a list of partnerships. Follow up with Peter Beard at GHP regarding different organizations in workforce development—do they have a document? If so, send to D. Smesny.</p> <p>EHCMA is creating a calendar that will be used regionally. Gulf Coast Workforce Events. We will be using that calendar. Speakers Bureau – Requests are sent out to both EHCMA's distribution list and the DIDI distribution list. EHCMA is 2 week notice and a minimum of 200 people. Anything outside those parameters, D. Smesny will get covered. Need some improvements, but can be handled outside the Board meeting.</p>	<p>See if GHP has a regional compilation of organized workforce development initiatives/activity</p> <p>Ensure DIDI events are posted to EHCMA regional events calendar and requests for speakers are covered</p>	<p>D. Jordan</p> <p>D. Smesny</p>	
<i>Tabled Items</i>	<p>Discussion on whether it was the time to begin adding contractors, maritime, and port members to the Board.</p> <p>Definition of committees</p> <p>Develop a communication plan on how we are getting the message out about what we are doing,</p>	<p>Items are tabled.</p>		
<i>Miscellaneous</i>	<p>Marketing collateral – marketing banner, displays, handouts, giveaways, etc. D. Smesny has reached out to DIDI to get artwork for brochures, etc.</p> <p>Chad created a career comparison chart. Need to check for consistency and be able to show sources. Will use EHCMA wage information. Create a game using the career comparison chart to be used at career fairs and other events for students.</p>	<p>Incorporate DIDI artwork into marketing collateral</p> <p>Validate wage data and show sources.</p> <p>Create a game using the chart</p>	<p>D. Smesny</p> <p>C. Burke</p> <p>D. Smesny</p>	

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
Next Meeting	Next meeting will be Monday, September 12, 2016, from 10:30 to 12:30 at the Economic Alliance Conference Room			
Meeting adjourned at 12:50 p.m.				

Submitted by: _____
Debi Jordan, Secretary

Date: _____
September 9, 2016