

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: September 25, 2023

Time: 2:30 p.m., CDT

Location: Zoom Board Meeting

Present: Mark Shellinger, Executive Director

Bert Hendee, President

Paul Katnik, Vice President

Nathan Roberts, Treasurer

Dave Sechler, Member

Shawna Fagbuyi, Member

Carol Lensing, Emeritus Member

Call to order: Bert called the meeting to order at 2:30 p.m.

Quorum: Five board members were present so a quorum existed

Bert started the meeting by announcing that Debbie Daniels has resigned from the board and will move to Emeritus status. It was moved by Nathan and seconded by Paul to accept her resignation from the board and become an Emeritus board member.

Reading and Approval of minutes: The board reviewed the minutes of the June board meeting. Dave moved and Shawna seconded to approve the minutes of the June meeting. It was approved as read with one typo on the first page.

Board Updates: Nathan thanked Mark for sending him some materials for his use. Paul also indicated his thanks to Mark for providing him with some materials. He asked if perhaps the board members could compile some information they could take advantage of. Mark will add it into a folder on the website under board documents. Mark shared his experience of training in Jefferson City, MO and how much he enjoyed that experience. Shawna shared that perhaps we could figure out how to reach out to previous SAM teams that are showing some interest in coming back on board with SAMS. Mark will send Shawna some information and send out some email addresses to those principals.

Board discussion of the Executive Director's Performance Review : Bert turned over the meeting to Dave to go over the Executive Director's Performance review. Dave discussed the various components to review and change a couple of areas. The first changes refer to removing the language "state affiliates" from two different sections (1-1 and 3-2) of the performance review. Paul asked us to look at section 1 where the document refers to the word "maintain a clear vision and maintain a clear mission". Paul asked for feedback from the board members. The discussion centered around 1-3 and maybe the need to change the wording. The board discussed possible changes. The final changes involved the changing the wording of 1-3 and separating out vision and mission, creating a 1-4. Sections 2 remained the same. In section3, 3-2 pertaining to state affiliates is deleted and a 3-4 was added that says, "The executive director and staff have enhanced the in the SAM process" which came about from separating out the previous 3-2. Section 4 remains the same. In section 5, item 5-1 was eliminated and a 5-3 was added that says, "The executive director has ensured compliance with all legal and regulatory

requirements.” In section 6 the initial description remains the same but instead of a table, two open-ended questions were added:

- 1- **Over the past year, what do you see as the Executive Director’s greatest strength or most important accomplishment?**
- 2- **In the year ahead, what do you see as the Executive Director’s greatest potential area for growth.**

The board will review the revised document and take formal action on this item in January.

By-Law Review: Dave began a discussion of a proposed by-law changes. A discussion was held by the board as to the preferences regarding NSIP board meetings and the scheduling of those meetings. After board discussion, the revision would be as follows: **“The standard practice of the Board shall be to meet quarterly. The regular annual meeting of the Board shall be held in conjunction with the NSIP Annual Conference. This meeting and one other shall be held in person. The other two meetings may be held virtually. All meetings except for the annual meeting may be held at such place.....** A motion was made by Dave to adopt the changes to this section of the by-laws. The motion was seconded by Shawna. The motion was unanimously adopted.

Board Memberships Applications: Three applications for a new board member (a SAM), are currently in. It was suggested that we extend the deadline for applications. The deadline was extended to October 6th. Bert indicated she would send out another message through SAMtastic inviting applications.

Debbie Daniels resignation: A brief discussion was held regarding filling her position. The board decided to delay “filling the position” and for the time being Debbie or Carol will do minutes at board meetings- Debbie when she attends as an Emeritus member and Carol when Debbie is not able to attend.

A motion to adjourn was made by Paul, seconded by Dave. The meeting adjourned at 4:10 p.m.