

EATING DISORDER COALITION OF IOWA (EDCI)  
BOARD OF DIRECTORS MEETING MINUTES

**Date/Time of Meeting: September 4, 2020 at 6:30AM CST via Zoom**

**Item 1: Call To Order**

Present: Melissa Arnold, Amy Crane, Tanya Hargrave-Klein, Michelle Kellar, Lynn Moore, Holly Paulsen, Kim Pontius, Kristy Rieken, Sara Schwatken, Kim Tallon, Kathryn Wierda.

**Item 2: EDCI Update**

**Item 3: Secretary Report**

Kristy motioned to approve the meeting minutes from August 2020 Board meeting. Kim Tallon seconded the motion. Motion passed.

**Item 4: Treasurer Report**

Amy is reviewing the financial data and needs the following information:

- Where is a copy of the organization's liability insurance policy?
- What is the Adobe PDF subscription and who is using this? The account was logged in to on August 26<sup>th</sup> by an unidentified user.
- Where are prior year's tax documents?

Michelle Kellar motioned to approve the treasurer's report and Holly seconded the motion. Motion passed.

**Item 5: Review Executive Summary, mission, and vision of EDCI. Share passions for upcoming year from each board member.**

BIEDA Coordination: Michelle, Melissa, Kathryn, and Kim Tallon will assist with BIEDA.

Activities may include bylaws review, periodic check-in with U of I BIEDA group, and registration fee review.

Professional Ed/Membership Coordination: Sara, Kim Tallon, and Kim Pontius and will assist.

Activities may include identifying professionals needing support and education, developing "cheat sheet" for professionals, and reviewing and sharing list of treatment providers.

K-12 Ed Coordination: Melissa and Lynn will assist. Activities may include links to resources, identification of school contacts, virtual reach outs.

Marketing & Fundraising Coordination: Sara and Tanya will assist. Joyce and Paula offered to provide support in this area. Activities include website development, social media plan, and long-range fundraising plan.

Event Coordination: Holly, Kristy, and Kim Pontius to assist. Activities may include events and activities for caregivers, recovered individuals, and/or professionals.

**Item 6: Special Advisory Board members**

Kristy confirmed the following individuals will continue as members of the special advisory board:

1. Stephanie Burrough

2. Joyce Fedderson
3. Paula McManus

Item 7: **Amy's Gift/EDCI Fall Conference**

Kristy encouraged Board members to share and promote the conference flier provided by email. The registration fee is waived for EDCI Board members.

Item 8: **P/P and Bylaws**

Kristy will mail the P/P, bylaws, and BIEDA bylaws to Kathryn for review. A review of the proposed updates will take place at the next work session.

Item 9: **Budget**

Amy, Tanya, and Michelle will collaborate to prepare an FY 20-21 budget and present at the next Board meeting.

Item 10: **Website**

Sara reviewed progress on the new EDCI website. Board members were asked to send a bio and head shot to Sara to be displayed on the website. Kathryn discussed the importance of promoting diversity and inclusion on the website.

Item 11: **Executive Director Contract**

Kristy updated the Board regarding the executive director contract process. The small group facilitating the process has identified a qualified individual and would like to offer the contract next week. The Board reviewed the list of deliverables to be included in the Statement of Work. Kristy will plan to update the contract with this information and request the individual submit a requested fee based on the updated contract.

Item 12: **Meeting Adjourned**

## Attachment #1

### Executive Director Deliverables:

- A. Function in advisory capacity to the EDCI Board to ensure the organization remains impactful, effective, and sustainable through recommendations such as, but not limited to:
  - 1. Adherence to mission statement and vision.
  - 2. Maintaining organization's visibility and impact through researching and advising the Board as to services, activities and policies that should be sustained and/or considered for implementation.
- B. Provide administrative support to the EDCI Board:
  - 1. Assist executive committee with preparation and distribution of monthly Board of Directors meeting agenda.
  - 2. Attend monthly Board meetings and work sessions.
  - 3. Assist Board President with planning for annual Board of Directors transition meeting.
- C. Provide office space and management of EDCI records and files including:
  - 1. Maintain records for contacts, membership, donors, sponsors, volunteers, event attendees, and Board of Director databases.
  - 2. Review and maintain EDCI bylaws; recommend needed bylaws revisions; responsible for submission of bylaws to the State of Iowa as required.
  - 3. Maintain records of Board meeting minutes and agendas.
  - 4. Recommend needed Policy Manual revisions.
  - 5. Maintain financial records including filing annual report to Secretary of State, and assistance to Board Treasurer in preparation of annual budget.
  - 6. Maintain legal records including Articles of Incorporation, policy and procedures manual, and payment of fees associated with 501(c)3 status.
- D. Oversee EDCI communication channels:
  - 1. Check EDCI email inbox each business day and respond to inquiries or forward to Board members as appropriate.
  - 2. Serve as co-webmaster for EDCI website: upload content provided by Board members, remove outdated content; update website layout as needed, present quarterly report of website analytics to assist Board in evaluating effectiveness of website, create, activate, and manage online event registration.
  - 3. Provide social media management by assisting social media chair with managing and updating EDCI Facebook page.
  - 4. Provide coordination of communication strategy to ensure that usage of communication channels (email, Facebook, electronic newsletter, website, etc.) is maximized and coordinated.
- E. Provide organizational support that ensures EDCI thrives:
  - 1. Identify grant funding opportunities, present grant funding information to the Board and prepare and submit grant applications as directed by the Board.
  - 2. Prepare report for Board review at each monthly meeting including a key objectives update, duties/activities completed during the prior month and number of hours worked.
- F. Provide support for EDCI conferences, events, and outreach activities:
  - 1. Record maintenance and resource file maintenance of materials for all conferences, events, and outreach activities.

2. Coordination of event tasks including development of marketing materials; communication pieces for sponsorships; coordination of marketing activities including direct mailing, social media communication, etc.; continuing education credit applications, event registration management, and preparation of name badges and event signage.
3. Attendance and on-site management of event registration/check-in at the annual EDCI conference and annual fundraising event.
4. Coordinate outreach events in all identified regions of the state.