



NORTHEAST COALITION
OF NEIGHBORHOODS

**NECN Board of Directors Retreat
Sunday, December 7, 2014
King Facility, Martin Room
Approved Minutes**

Meeting Attendees

Board

Alan Silver, At-Large, President
Loulie Brown, At-Large, 1st Vice President
Margo Dobbertin, King Rep., 2nd Vice President
Jaime McGeathy, Concordia Rep., Recorder
Robert Bowles, At-Large, Treasurer
Katie Ugolini, Concordia Rep., Parliamentarian
Luke Groser, Woodlawn Rep., Exec. At-Large

Jordan Davis, At-Large
Joan Ivan, Eliot Representative
Diego Gioseffi, King Representative
Rachel Lee, Sabin Representative
Shirley Minor, Woodlawn Representative
Damon Isiah Turner, At-Large
Paul van Orden, Elliot Representative

Staff

Katy Asher, NECN Interim Executive Director

Meeting called to order by Alan Silver at 5:55 pm

Interim Executive Director (IED) Proposal

Katy Asher reviews proposal for a staffing structure until a permanent Executive Director (ED) can be hired, hopefully around the beginning of February. Executive Committee met to discuss the job description for the IED.

Katy announces she is moving into a position at a new organization. She is willing to work through the end of the month with ad-hoc consulting in January to help during the transition. She recommends that we hire someone from NAO and Mark Fulop in order to fulfill the capacity needs for the IED and Deputy Director (DD) roles.

Claire is not available for more hours, it's unlikely we'll be able to leverage current staff to fill gap while we look for a replacement for Katy.

Rachel Lee leaves meeting.

Katy is exploring whether we can find an additional staff person from within the neighborhood system to help staff the BPS Neighborhoods Cleanup program, starting up late February.

Margo recommends we move forward on hiring Mark as the IED and potentially upping the hours to take over some of the DD responsibilities.

Damon suggests continuing Mark for helping to implement the vision and worries if he is the person working as IED there might be issues with him holding dual roles. We need to ensure that Mark continues to see strategic planning as a priority. Loulie expresses similar concerns, wanting to make sure that the duties are carefully delineated.

Loulie recommends hiring someone from NAO and having Mark coach them, help us on strategy, and run the search for the new ED. NAO was \$6-8k per month part time.

Reviewed and adjusted the job description (JD) to create one for NAO as DD and one for Mark Fulop for IED focused on strategy consulting and ED search. Need to go back to NAO and get a new quote for full time. JD changed as follows (see included marked JD document):

Staff & Program Management:

Remove numbers 3, 7, 8, and 9 from Deputy Director Column:

Oversee FSP, Communications Coordinator, Community Committee Coordinator; Oversee NECN support to Neighborhood Associations (NAs) as capacity allows prioritizing risk management; 1-1 technical assistance to community members NA volunteers; Work with IED to train/hire a new Communications Coordinator

Remove numbers 3, and 7 from IED column:

Manage Communications Coordinator Recruitment (Katy to do by end of month); provide coaching to DD and Board as required.

Move number 1 (Liaison to the Board Chair and Executive Committee re: hiring and other questions) and 8 (FY16 Budget Development) from IED column to DD column.

Board Support:

Remove numbers 1, 2, 4, 5, and 7 from DD column:

Cultivate Board relationships; respond to general Board inquiries; solicit input from Board; periodic check-ins re: appraisal of interim structure; Organizational assessment/input.

Risk Management:

No changes.

Organizational Relationship with ONI

Remove 1 (ONI Directors and Chair meetings) and 2 (ONI BAC meetings) from DD column.

Could start the search for a Communications Coordinator as soon as tomorrow. Hiring before Katy leaves would be very hard. Concerns that not hiring a Communications Coordinator now may have us doing it without any upper staff management support. Plus putting additional strain on existing staff may cause more staff exits.

Joan Ivan leaves meeting.

Katy would be willing to come in and train the communications person. Cameron is also documenting as much of his role as possible and getting things set up for January. We're turning down support requests for strategic planning in the NAs right now, we will likely have to continue to triage these requests until we are back to full staff.

Currently present: Margo, Shirley, Loulie, Robert, Damon, Katy, Paul, Alan, Jaime, Katie, Diego, Luke.

Katy will post the job description tomorrow for the Communications Coordinator.

Motion: Loulie Brown moves that we present the amended list to Mark for the IED position with the caveat that we have a very clear delineation between those duties and the Board consultant duties and that we approach NAO for DD support to be in charge of mostly day to day organizational work and to do so as soon as possible. Reduce DD to 32 hrs./week and IED stays at 16 hours/week.

Katie Ugolini seconds.

Discussion

Do we have a not-to-exceed figure? We need to crunch the numbers given the staff changes. Reviewed the staff budget numbers. With currently budget we can bring in NAO at \$6,000/month and Mark at \$2,000/month and still be ok with a surplus.

Review of hours per week for each role. Reduce DD to 32 hrs./week and IED stays at 16 hours/week.

We think NAO can find a resource pretty quickly for us.

Office will be closed for walk-in over Christmas week. Extending that to include New Year's week.

Vote:

Opposed: None

Abstain: Damon Isiah Turner and Paul van Orden

Vote passes.

Katy to talk to Mark and NAO. Alan, Luke, Katy and Katie to help vet NAO resource.

Meeting adjourned at 6:41 p.m.

Minutes taken by Jamie McGeathy, NECN Board Recorder.