

**JAM Board Meeting Minutes**  
**April 9, 2024 Meeting**  
**Via Zoom**

Attendees: Samantha Davidson Green, Tracy Hutchins, Daniel Maxell-Crosby, Jim Zien, Craig Sterrit, Tamara Waraschinski, Sam Kaas, Joe Major, Alex Torpey

Absent: Sean McIntyre

Others Present: None

Meeting called to order at 5:34pm

**Minutes & Financial Report:**

Jim moved to approve the minutes from the February 13 meeting; Craig seconded. The minutes were approved.

Financial report: The board reviewed the financial report. Samantha reported “no big surprises,” but that the overall picture of the organization’s finances looks healthy. She noted a one-time transfer of the remaining balance from WRIF’s accounts, as JAM completes its merger with WRIF.

Jim suggested that the board should receive a more streamlined version of the finance report, and have the Finance Committee review the full financial report separately. Samantha explained that she wanted to share the full report with the board during the rebranding and changes to JAM’s business model over the past several years for transparency and accountability, but is willing to explore changing the reporting format.

Dan motioned to approve the financial report; Jim seconded. The motion passed.

**Director’s Report:**

Samantha presented the Director’s Report. She continues to use the core points of the Strategic Plan to chart growth and success, and requested feedback from the board about the level of detail included. The Board feels that the report is well-formatted and informative. A major goal highlighted in the report is the continuing project of hiring a Development Director. Members of the board have reviewed the draft of a job description; Samantha notes that developing an appropriate compensation package for this position is still a challenge.

Jim noted a need to separate development and fundraising from communication in the job description for a potential Development Director, to ensure that anyone applying has a skill set applicable to both elements of the job.

Tamara suggests updating the employee handbook to reflect company values as a step toward improving compensation and opening the door to creative solutions - she offered the example of health care stipends. Tracy noted that some creative solutions can cause unintended side effects, and suggested hiring an HR consultant to determine what is possible. Samantha agreed that the organization should explore this, and take steps to update benefits and compensation policies across the organization.

### **Committee Structures (Strategic Plan Action Item):**

Samantha presented a proposed structure for several standing committees. These are:

Executive Committee

Finance Committee

Fundraising Committee

Board Governance and Nominating Committee

Programming Committee

She also suggested possible ad hoc committees for such events as an Annual Appeal and Gala Function, for WRIF planning, and legislative advocacy. She also returned to the idea of having non-board community members serve on ad hoc committees.

Tracy suggested that board governance may be nested under the Executive Committee. Jim suggested that "this is a matter of whether there is work to be done," and that an increased need for bylaws updates and board recruitment would call for a specific committee. Samantha agreed and noted that the bylaws need to be updated.

Samantha asked the board if they wanted to increase the size of the board this year; this is a strategic goal over the next three years. Tracy feels that the board should grow ahead of major fundraising campaigns.

Jim moved to approve the committees as recommended by Samatha; Craig seconded. The motion passed.

Samantha asked that anyone interested in serving on a specific committee follow up with her.

### **June In Person Meeting:**

Samantha suggested that the June in person meeting be an annual public meeting. While all meetings are open to the public per the bylaws, this would be actively promoted as such. Tracy and Dan both felt this would be a positive way to boost engagement.

Samantha proposed a meeting on Tuesday June 11, 2024, 5:30-8:30pm. This would include a potluck community reception, and a board meeting.

Tracy moved to adjourn, Tamara seconded. The meeting was adjourned at 6:53pm.

Minutes compiled and submitted by Sam Kaas, Board Secretary.

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