

QCA Monthly Board Meeting

January 14, 2025

Board Members: Amanda “Rico” Dalsted, Damarra Atkins, Daniel Greene, Derek Herauf

Attendees: Jerry K, Joy R, Vincent N, Kyrine N, Christopher P, Woop B, Nathaniel T, Sherilyn B, Kyra R, Erick T,

Call to Order: 8:08 pm

Con Chair Update

- All team lead reviews have been completed, and team leads have been given specific tasks or goals to be worked on for this next con cycle.
- Preparatory meetings for several teams (Web Administration, Marketing, Volunteers, Art Production, Guests, and Partnership) are in the process of being scheduled before kick-off.
- Meeting with the board regarding budget items needs to happen before April.
- Working on documents, guests of honor outreach for the year, permissions for properties, software, recruitment, business sponsorship, and other preparatory work.
- Date for the kick-off meeting has been selected - February 8th (Saturday) at 12:00 pm
- 2025 regular cycle meeting schedule is still to be determined based on staff feedback.
- Staff changes have left positions open in Operations, Marketing/Publications, Logistics, and Guests.
- Conclusion has been reached regarding the investigation into a situation with the guest team inbox (permanent deletion of emails) and further information on these results will be sent out to staff.

Treasurer Update

(See slide deck for complete details).

- Bank account access has been transferred to the new board.
- Updates on year’s starting balance. 2025 is down compared to 2024, but is a slight increase compared to 2023.
- There are several reimbursements to staff members that need to be made.
- Point raised that money should be moved from PayPal account to our checking account as soon as possible.
- Outstanding items to be done:
 - 1099 forms need to be sent out (required by end of month)
 - Chart of accounts for suppliers, partners, contracts, subscriptions, etc.
- Set up an account for YourCause for processing a donation on behalf of Kevin E’s workplace.
 - Account should be set up. Check has arrived in the mail and just needs to be deposited. Daniel and Derek will follow up on this after the meeting.

DEIB Committee

- No current updates.
- Committee is in need of two members. Only one member that served last cycle is remaining on the committee this year.
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Completed Items

- Secretary of state filing for nonprofit status completed and good until 2026.
- Council of Nonprofits renewal done.

In Progress Tasks

- Appoint board members from applicant pool
 - Joy is the only current applicant.
 - Joy's comments:
 - Familiar with project management
 - Time and availability and skills to offer
 - *Full application response is attached to this email.*
 - Motion by Amanda
 - Motion seconded by Damarra
 - Call to vote
 - Amanda votes yes
 - Daniel votes yes
 - Damarra votes yes
 - Derek votes yes
 - Motion passes, Joy is confirmed to board.
 - Note that we should continue to try to fill vacant board positions throughout the cycle.
- Evaluation of a revised attendance tracking system; tracking attendance for QCA meetings and Fusion meetings, determining who is eligible for voting, and storage structure for this information.
- Updating QCA website with new meeting notes/records starting from December 1st.
 - Will follow up Web Administration regarding website matters.

New Items

- Look for new DEIB committee members.
- We are opening up "workshop" type meetings, that are not for conducting official business.
 - Many times we have meetings between the board members to discuss ongoing matters or the agenda for an upcoming board meeting where we will workshop or brainstorm ideas before they are officially voted upon at a meeting.
 - We would like to open as many of these meetings to the public as feasible in the interest of transparency and to allow more members of staff to know what we are thinking and discussing.
 - The term is "Executive Meeting" and no voting can take place during those meetings, but people may be invited as resources or witnesses.
- Creating additional tracking management tools
 - Detailed record of accounts
 - Board tracking calendar

Open Floor

- Woop: For members who want to gather together to do on the ground marketing or local community type outreach: when will we be doing that?
 - We haven't started yet; this will primarily start after the kick-off meeting. Business sponsorships and recruitment will be a major focus, as well as general marketing.
- Chris: Found a flash drive of documents he had from his time as Con Chair and as a board member, including bank statements and others that may be of interest to the current board.
 - This offer is appreciated and Chris will provide these files to us in the near future.

Adjournment: 8:48 pm