

QCA Monthly Board Meeting

January 13, 2025

Board Members: Amanda Dalsted, Damarra Atkins, Daniel Greene, Heather Bufkin, Derek Herauf

Attendees: Jerry K, Christopher P, Sherilyn B, Paris

Call to Order: 8:08 PM

Treasurer Update [0:04:35]

- Account funds are down due to payment being made to Heather. Also we have finally reached and sent a check to Mo.
- We still need to make a payment to the ACLU and the Animal Humane Society.
- Dan has done an estimated cost-per-month, assuming we do not have any income.
- 2025 Annual Report is not finished yet; Dan is currently in the project of doublechecking all the line items.

Completed Items [0:14:41]

- We made a plan of action for the Heather Bufkin settlement and carried it out.
- A draft for the Board Roles & Responsibilities has been created.

In-Progress Items [0:15:25]

- Labcoats are ready to be sent out and printed.
- T-shirts may require an alteration to their order or a refund if we don't have the right size and color that were ordered.
- Meeting minutes from the past year still need to be uploaded to the website and drive.

New Items [0:19:08]

- We were able to do a grilled cheese room at Akeome Con recently in a community food area. Using this space meant we didn't need to purchase a room at the hotel, and we were able to set up our merchandise table within.
 - For future grilled cheese events, we will need to acquire a new table for setting our grill on. Also, getting a 5 x 30 table (our current is 6 x 18).
 - We made over \$200 in tips and sold over \$70 in merch, being around \$150 profit, which is great considering it was a smaller event and we don't usually make a profit at such events.
 - We have a good metric for how much food we'll need next year. It was a surprise we went through as much as we did since unlike many other cons, Akeome had several other party rooms serving food.

- [0:26:10] We need to establish a new cadence for board meetings and determine February's date.
 - A weekday night works for most individuals. Rico has conflicts on Monday due to band rehearsal.
 - We'll be having a lot going on, so it makes sense to keep a monthly schedule.
 - We will do the first Tuesday of every month, which will let those who want to keep up with our board meetings and the ATC board meetings (which are on the second Tuesday).
 - The next meeting will be Tuesday, February 3th.
- [0:35:20] We have a list of items we need to get done this year (List on slide includes discussing sustainability and public investment, establishing QCA's independent presence on social media, and evaluating our current purpose/goals).
 - Heather has a proposal on reducing and consolidating web resources.
 - This will also involve sunseting the Anime Fusion website and deciding what will be done with it.
- [0:39:45] Finalizing our Roles and Responsibilities for the board document.
 - Summary of the Roles & Responsibilities Document:
 - This document provides a comprehensive breakdown of each role on the board.
 - Member at Large: These responsibilities reflect what all members are responsible for.
 - All members are bound by fiduciary to the organization, upholding its needs and that its pursuits are acted upon to its benefit.
 - Attend all meetings of the board as well as major events.
 - Stay updated on board communications and familiarize oneself with all board resources and documentation.
 - Serve on committees and offer to take on special projects when needed.
 - Uphold compliance with all laws and regulations.
 - Promote the organization and be an advocate of its value.
 - Stay up to date on industry trends and changes.
 - Avoid conflicts of interest and disclose any that may arise.
 - President: The president oversees the board as a whole.
 - Typically serves on executive committees.
 - Typically serves on the finance committee .

- Must uphold and enforce standards of quality and integrity in official communications, procedures, and performance.
 - Covering roles of other board members in interim, in cases where they cannot fulfill duties. (This may entail delegating tasks to other board members).
 - Presiding over board meetings and calling special meetings when needed, as well as preparing agendas for board meetings.
 - Coordinate orientation for new board members.
 - Conduct annual performance evaluations for any committees, committee leadership, and other members of the board.
 - Lead recruitment of new board members.
 - Review the organization's annual strategic plan.
 - Conduct any internal investigations of the organization's activities or the actions of its staff, partners, and members.
 - Oversee the creation of new committees and ensure that their structure and purpose aligns with the organization's mission, values, and needs.
- Vice-president: This role directly assists the president; they are expected to be able to fill in for the president when they are absent.
 - Typically serves on executive committees.
 - Carry out special projects or assignments assigned by the president.
 - Maintain strict confidentiality and decorum regarding conversations with the president, particularly concerning sensitive information.
 - While there is less specifically under this role, it is expected they will be handling a substantial amount of duties as determined by the president at that time.
 - Secretary: Ensures the organization's documentation, information, and timing of communications are accurate and handled appropriately.
 - Typically serves on executive committees.
 - Takes minutes for all meetings of the board.
 - Handles the filing and uploading of meeting recordings and minutes to the QCA drive and website..
 - Maintains and updates the organization's governing and informational documents.
 - Handles regulatory and other filings of the organization (such as renewing memberships).

- Make announcements as needed for upcoming meetings.
 - Assumes the duties of the president in the absence of both the president and vice-president.
- Treasurer: Oversees the organization's financial health, expenditures, and the records of receipts, payments, and accounts.
 - Typically serves on executive committees.
 - Serve as the chair of the finance committee.
 - Work with the president and vice-president to review prior budgets and create a proposal for next year's budget.
 - Monitor and keep accurate records of all of the organization's financial transactions.
 - File the organization's annual taxes.
 - Provides financial guidance and insight.
 - Review budgets and reports from committees and other leadership.
 - Manage reimbursements of the organization.
 - Reviewing and renewing subscriptions.
 - Present an annual audit at the organization's annual meeting.
- [1:22:00] Motion to approve and ratify the roles and responsibilities document.
 - Heather: Aye.
 - Damarra: Aye.
 - Derek: Aye.
 - Dan: Aye.
 - Rico: Aye: Motion passes.
- Moving onto each member discussing what role on the board they are interested in, and then we will determine who will take which role.
 - Damarra is interested in the role of board president. It would be the role in which they are best suited and would make the best use of their skills. They have a clear vision in which direction they wish to take the organization. They would also be open to vice-president and secretary.
 - Damarra would provide clarity and a foundation on which to direct its activities, focus more on networking and collaborating with other groups and events, and conduct research into what the community would want from us. They would also seek to hold some kind of events this year.
 - Amanda feels she is most interested in the vice-president role. She has served on other boards as a vice-president, and as this role involves stepping

up to presidential duties when needed, it would be stepping into a role she has already served in for this organization.

- Heather states she does have the skillset to take the Treasurer role and has filled that role in this organization previously.
- Derek does not have a specific role in mind.
- Dan is inclined to remain Treasurer again. Though he is questioning his ability to maintain his responsibilities due to ongoing personal struggles.
- *[1:44:35]* Damarra's observations: On the whole, things did not meet expectations across the board as a whole last year. This is part of why getting the Roles & Responsibilities document completed was so important to set standards for future boards.
 - Damarra wants to ensure that everyone feels they will be able to commit to what is now expected.
 - Derek believes it is best if they resign from the board.
 - Dan is questioning whether or not he would be able to continue as a member of the board, despite still wanting to remain involved as Treasurer.
 - It's pointed out that he could stay on as Treasurer without being a board member. Dan says he would be fine with that.
 - Heather says both Derek and Dan should submit formal resignation letters to the board.
- *[2:22:10]* Voting on new board members.
 - Motion to appoint Damarra to QCA President
 - Rico: Aye.
 - Dan: Aye.
 - Derek: Aye.
 - Heather: Aye.
 - Damarra recuses herself.
 - Motion passes.
 - Motion to appoint Rico to QCA Vice-President.
 - Damarra: Aye.
 - Heather: Aye.
 - Dan: Aye.
 - Derek: Aye.
 - Rico recuses herself.
 - Motion passes.
 - Motion to appoint Heather as QCA Secretary.

- Damarra: Aye.
- Rico: Aye.
- Dan: Aye.
- Derek: Aye.
- Heather recuses herself.
- Motion passes.
- Motion to appoint Daniel as QCA Treasurer.
 - Rico: Aye.
 - Heather: Aye.
 - Damarra: Aye.
 - Derek: Aye.
 - Dan recuses himself
 - Motion passes.

Open Floor [2:26:15]

- Chris wants to know when we talk about hosting events as QCA, will that be handled in smaller meetings outside of public meetings or handled outside of meetings and brought up in public meetings?
 - Damarra: It would be a combination. Everything would be discussed at open meetings, but some amount of planning would need to take place between regular board meetings.
 - Heather: At the very least we would have to approve the plan for those events at a meeting.
- Reiteration that the next board meeting will be on the first Tuesday of the month.

Meeting Adjourned: 10:40 PM