

Girl Scouts of New Mexico Trails

Minutes of Board of Directors Meeting

March 21, 2020

Location: Conference Call

Members present: Amanda Lujan, Anne Layne, Becky Teague, Christy Tafoya, Gil Berry, Jodi Maheras, John Trujillo, Karen Bergren, Linda Deck, Maribeth Thornton, Martha Benn, Mary Hockaday, Molly Emkes, Chloe White

Members excused: Duane Trythall, Mary Homan, Nancy Martira, Patricia Komko, Barbara Leppala

Guests and Staff Present: Rebecca Latham, Annette LeFebre, Molly Garza

- I. Maribeth Thornton, Chair, called the Board of Directors meeting to order at 10:00 a.m.
- II. **Adoption of Agenda for March 21, 2020 Meeting:** a motion was made, seconded and passed unanimously to add the Financial Report to the agenda under Action Items.
- III. **Consent Agenda**
 - a. Minutes of January 25, 2020: a motion was made, seconded and passed unanimously to accept the minutes as presented.
- IV. **Presentation of Fiscal Year 19 Audit** – John Trujillo: John reported the Audit Committee met with the auditors via teleconference on March 18, 2020. The auditors indicated there were no issues or concern, considered the audit a “clean audit”. They were very complimentary of Jena Schultz, Director of Finance, and her work. Jena indicated the audit firm (JAG Jaramillo Accounting Group) was much easier to work with than the prior audit firm. The Audit Committee recommends the acceptance of the Audit Report for the Fiscal Year 2019. Motion was made, seconded and passed unanimously to accept the Audit.
- V. **Action Items**
 - a. Approval of New Signers: Maribeth Thornton indicated Rebecca Latham, CEO, and John Trujillo, Treasurer, need to be added as signers on bank accounts and legal documents as needed. (Maribeth Thornton, Board Chair, Becky Teague, past Board Chair, and Molly Emkes, Secretary, are signers.) A motion was made, seconded and passed unanimously to approve adding Rebecca Latham and John Trujillo as signers on bank accounts and legal documents.
 - b. A second motion was made, seconded and passed unanimously to give Rebecca Latham signatory authority on payroll.

- c. Approval from Awards and Recognition Committee - Christy Tafoya/Amanda Lujan.

Christy reported the new structure for volunteer recognitions, whereby we divided the awards into Tier I and Tier II awards, seemed to work well its first year. She also indicated that staff member Melissa Bruney pulled together the nearly 60 nominations that were submitted from volunteers to recognize their fellow volunteers and the nearly 100 organizations and community groups that will be recognized for Council/Community Service Awards. These are program partners, meeting sites, and regional supporters of troop and council activities.

The new structure for volunteer recognitions, whereby we divided the awards into Tier I and Tier II awards, requires Board approval for the Tier II awards. The Tier II awards include the *Appreciation Pin* (1 honoree), the *Honor Pin* (1 honoree), and the *Thanks Badge* (1 honoree). A motion was made, seconded, and approved unanimously to award the Tier II honorees who will be announced later.

- d. Approval of Occasional Telework Policy. Rebecca Latham, CEO, spoke to the need to have a telework policy in place to protect both the employee and Girl Scouts of New Mexico Trails. A copy of the draft policy was presented to the Board for review and approval. After review and discussion by Board members regarding implications of the policy, monitoring use of teleworking, safety, and security of information, a request was made to remove item number 1 (regarding home office space and equipment) from the policy. A motion was made, seconded, and approved unanimously to approve the Telework Policy with the removal of item number 1.

VI. Any Other Business

- a. CEO Report. Rebecca Latham presented a written report to the Board and highlighted some areas. She indicated GSUSA has been very helpful at providing information and help during this Covid-19 pandemic crisis regarding all issues regarding Girl Scouts. There will be no in-person selling of cookies but will utilize virtual cookie booths. Sponsors are being sought to purchase cookies to donate to health care workers and first responders. Virtual programs are being put in place and timelines for programs, etc. have been pushed back.
- b. Fund Development Report- Karen Bergren. Karen reported the capital campaign has received \$313,340 to-date. We need to raise \$400,000 to qualify for the Mabee Foundation grant. She indicated it is a busy time for grant applications. 25 applications have been submitted this fiscal year. Funding applications cover

our four pillars of engagement: STEM, Outdoors, Life Skills and Entrepreneur. Plans are continuing for the Birdie Bash in late August.

c. Other. Questions:

Has there been any discussion from GSUSA regarding possibly cancelling summer camps? None at this time. Still planning on being able to have summer camps.

XI. Adjournment: A motion was made, seconded and approved unanimously to adjourn.

The meeting was adjourned at 11:20 a.m.

Minutes respectfully submitted by Molly Emkes, Secretary

Next Board Meeting is June 20, 2020 10:00 a.m. – 2:00 p.m.

Location TBD