



Minutes: Board of Trustees

Monday, Nov 8, 2021

11:30 CT

AGENDA

1. Call to order/Serenity Prayer - Paul
Present: Paul, Elaine, Kelsey, Steve, Derita, Colleen
Absent: Behzad, John
2. Approval of Oct 11 meeting minutes - Paul
[Minutes](#)
Motion to approve by Derita, seconded by Steve. Vote to approve by Paul, Kelsey, Derita. Steve abstained.
3. Approval of Annual meeting minutes
[Minutes](#)
Motion to approve by Steve, seconded by Derita. Vote to approve by Paul, Kelsey, Steve. Derita abstained.
4. Literature Committee/Approval of new materials - Colleen
 - i. [# 23 Final](#)
 - ii. [Writing Guidelines](#)
 - iii. [50 Tips](#)
 - iv. [Italian virtual meeting guide](#)
Motion to approve #23, Writing Guidelines, Italian virtual meeting guide by Steve, seconded by Kelsey. Derita asked about the Writing Guidelines. Unanimous approval. Elaine will get these into production. 50 Tips will be sent for approval once we reach 50 and trustees will approve via email. Hoping to get this done to use on Nov 30 on Giving Tuesday. 50 Tips: Colleen would like to get feedback from members. Elaine will post on the website and put an email out asking for more tips and get them to Colleen.
5. Sponsorship effort update - Kelsey
There are 37 people wishing to be matched, with 7 matched, a few waiting on a match and more from whom Kelsey is awaiting a response from both sides. One EA member is focusing on creating the matches and is excited about doing this service for EAI. Kelsey is working on improving the matching forms available on the website.
6. Board meeting platform - conference call/zoom/GTM? - Elaine
We're going to try using Google Meet in January. Elaine will set up a meeting and put the contact information on the agenda. Paul will think about meeting times for the future that will accommodate all Trustees. Meetings will start bi-monthly in 2022. No meeting in December.
7. Administrative concepts rewrite (#67) - Elaine
 - a. [Colleen's revisions](#)
Lit Cmt will review this and bring it to the Trustees for approval.
8. Communications Committee update - Colleen

No process developed yet

9. Literature Committee update

- Colleen

Process

Comm cmt last met on Oct 31st. Lit cmt will work on 1-2 pieces each month which will be brought to the next Trustee meeting when ready. Trustees will approve via email during months they don't meet.

10. Asana task manager discussion

- Paul/Colleen

Paul likes this system because it's simple to use - meant to be a way to link to google drive docs easily.