SSI FEE BOARD MINUTES | MAY 27, 2014

DETAILS

Minute Taker: Tim Oravec
Timekeeper: Tim Oravec
Present: Emily Bowling, Jen Christion Myers, Tim Oravec, Jesse Pettibone, Andrew Spaeth, Cassidy Radloff
Absent: Andrew Futerman, Brandon Trelstad, Olivia Poblacion

AGENDA

Fee Board Transition Notes, presented by Cassidy Radloff (8:00-8:30)
Orientation Materials, presented by Cassidy Radloff (8:30-9:00)
Fee Board Member Responsibilities, presented by Cassidy Radloff (9:00-9:15)
Fee Board Application review, presented by Cassidy Radloff (9:15-9:35)

MINUTES

FEE BOARD TRANSITION NOTES - 8:00 TO 8:30

DISCUSSION

Advice for Incoming Fee Board Members
- Prepare them to better understand SIFC and other entities that SSI works with in terms of governance and finance. It’s important to understand the big picture relationships on campus.
- Make sure board members dedicate some time to preparing for meetings each week to help keep meetings efficient and on-task.
- Use the Director’s re-cap as an opportunity to gain knowledge about SSI happenings and reach out to other groups on campus.
- Make the weekly agenda available early and remind fee board members to review it before each meeting.

What Did We Like Best/Least?
- Time efficiency is the biggest critique.
- Being part of SSI’s projects and helping the organization grow is a big positive.

Views and Suggestions
- Build relationships between board members outside of meetings to help facilitate friendships/better conversations.
• Create some kind of informational packet for incoming fee board members with everything they need to know; training program optional, but probably not necessary.
• Streamlining process, partially by creating limits on conversations about grants (we don’t always need to arrive at a unanimous vote) and/or clarifying the grant evaluation process.

**ORIENTATION MATERIALS – 8:30 TO 9:00**

**DISCUSSION**
• Encourage board members (especially the Chair) to participate in orientation activities with staff members. It is an opportunity for getting to know staff and to understand SSI’s projects.
• Provide a brief overview of how SSI is related to SIFC; potentially refer members to website for more information.
• Overview of SSI projects and history.
• Overview of Fee Board structure.
• By-laws.
• Glossary of key terms (RLF, etc.)
• Grant instructions and applications; include example of a high-scoring grant application.
• Include contact information for other members (or at least ensure that Chair has other numbers).

**FEE BOARD RESPONSIBILITIES – 9:00 TO 9:15**

**DISCUSSION**
• Create more defined roles?
  o Depends on what the roles are; should clarify before bringing on new members.
• Dedicate more time to the position?
  o Acceptable, but again, board members should have a sense for what their time commitment will look like prior to hiring.

**FEE BOARD APPLICATION REVIEW – 9:15 TO 9:30**