

## Minutes for Montana Creativity Quest Board Meeting: August 25-26, 2007

Aug 25, 6pm

Attendance: Heather Geiger, Clarissa Werre, Laura Jo McKamey, Tami Sinnema, Barbie Potter, Kim McIntyre, Brett Doney.

Observers: Kelsey and Jake Doney

### Toys/Souvenirs:

- Ideas for items to order this year were chosen
- Regions will use last year's surplus to sell at regional DI competitions.

### Payment:

- There was discussion on whether to accept credit card payments at the tournament. Heather will look into it.

Instant Challenge Packets were assembled for Instant Challenge Day.

Reconvene 8am

Attendance:

Heather Geiger, Three Forks, Kim McIntyre and Brett Downy (with their kids Kelsey and Jake), Great Falls  
Ann Castren, Kallispell, Page Ostahowski, Univ. of MT student, DI alum from Hardin, Vera Ostahowski, Page's Hardin  
Barbie Potter, Manhattan, Laura Jo McKamey, Shelby, Tammy Sinnema, Manhattan, Clarissa Werre, Bozeman, Kathy  
Adler, Laurel

**"DI Extreme"**: Heather explained this program and suggested it could be a fundraising event or to attract HS teams.

### "DI Frees"

A recruiting offer we currently make is allowing a school district to start a single team without having to pay the usual DI membership fee. This year the DI Free teams will be asked to pay tournament fees up front and tell them that they can get a refund if they let their Regional Director know 30 days before the tournament that they are not participating.

### May Minutes:

- Laura Jo motions to approve
- Kim seconds the motion
- Minutes are approved

### Treasurer's Report:

- Barbie Potter is taking the role of MCQ treasurer this year.
- The current balance of MCQ's bank account is \$19,066. Heather adds that MCQ also still has \$182 dollars in petty cash.
- Need to consider how much we should keep in reserve each year to make sure we can always meet our bills.

Board discussion moving reserve money into a money market account rather than into a CD.

Ann: I motion to switch our savings into Capital One's money market account.

Kim: I second the motion.

Vote tally: 8 for / 0 against

H: Motion approved.

H Regions keep their balance. They send the state the money earned from sales and registrations and cakewalks.

### Marketing Plan and Strategic Plan Report:

- Heather went over these two documents with the board

#### ▪ Training:

- **Instant Challenge:** Workshops are going great. Our teams are more successful in Instant Challenge. In January each region has an Instant Challenge Day. Teams say this is VERY valuable prep for regional and state competition.

**Team Manager Training:** These occur each fall. This still need some work so that trainer's time is worthwhile and participants are not overwhelmed. Some regions are changing this training into a series of 1.5 hour mini-workshops starting with new TMs and then add advanced TMs. It was discussed on how best to make sure TMs are not overwhelmed but everything is covered.

### Recruitment:

- There was discussion on where to recruit volunteers as well as new teams.
- State MEA will be in Belgrade and Heather will have a table there. We will give out a sample IC and Ice Cream.

### **Creativity Day:**

- **We have a grant for almost \$2000 to run the creativity days – one per region.**
  - Heather will send the grant out to everyone again so the regions know where to get help from local partners. There was also discussion on whether to charge the kids for this.

### **Creativity Kits:**

- This is still in the planning stage

### **Regional Recruiters**

- Headquarters has a recruiting kit that gives you a video of Globals and also interest packets. If recruiters can get X # of teams to sign up they get benefit prizes.
- Recruiters cannot be RDs, ADs and ATDs
- Board discussion followed:

### **Globals:**

Board discussion followed on how to make teams aware of the commitment involved if they go to Globals and that it is their decision whether they want to go.

### **Monthly Newsletter**

- Connie from Colorado will be producing a monthly newsletter for MCQ this year. It will go out via e-mail.
- There was discussion on how to send the newsletter and what it should include.

### **Marketing Plan:**

- Heather instructed the board to look through MCQ's marketing plan. It is due to the DI Nat'l Headquarters by Sept. 6<sup>th</sup>.

Board members split up into smaller groups to work on

**Communication w/ Membership Teams**  
**Instant Challenge Day/**  
**Creativity Day**  
**Skill Workshops**

### **Full board meeting resumes to give each small group's report.**

Communication/Membership Group Report (given by Ann)

This group discussed what should be in the newsletter.

There was also discussion on rewards and FAQs for team managers.

Creativity Day/Recruiting Group Report (given by Kathy)

- Creativity Day should take place late September or early October.
- Kathy will send out the flyers and information she handed out.
- It can be held either on a weekday evening (ex. 6-8pm) or 3 hrs on a Saturday.

Instant Challenge Day Report ( given by Laura and Ann)

This group discussed ways to improve the IC days and whether they should be required.

Grant/Fundraising Report (given by Brett and Heather)

Grants should be aimed at getting more teams – developing a functioning organization where we recruit with a support organization that will carry on after the program is started.

This group proposed trying to get a grant to help in paying start-up costs for new teams:

50 % their 1<sup>st</sup> yr; 25% their 2<sup>nd</sup> yr; mentoring 3<sup>rd</sup> year. It would pay for coordinator, a kit we would give them, supplies, membership fees for up to 5 teams. But still wondered if that would be helpful if you are approaching a community to get the program going.

### **Contracted Service Laws**

There was discussion on whether the State Director is a contractor or an employee.

### **Support from Volunteers**

There was discussion on how to track volunteer support and contributions for grant purposes.

**Good Governance Practices:**

It was discussed whether we are we currently keeping in accordance with the IRS and law. The review of the IRS recommended things that need to be in our bylaws.

Mission statement

Code of Ethics

Due Diligence – Board members have responsibility to protect against fraud etc.

Are we reasonable in prudent in protecting the organization for an organization of our size.

We file a 990 yearly. Whether we're over \$25,000 in income or not.

**Background Check of DI workers/volunteers, to Prevent Child Abuse:**

There was discussion on whether we should do background checks.

Heather is to look into it more.

**Team Manager Training Sessions:**

It's essential to chose dates for these training sessions by early October so they can be publicly announced through our newsletter and web site. These training sessions usually happen in November or early December. At least new TMs have a training. You could also do a TM training after IC workshop. You could also have a meet the head appraiser at that point in time.

**Technology Design Workshop Kits**

This can be used to help teams and TMs who are stumped on topics such as motors, electricity, etc.

**Scholarships:**

- HQ will reimburses \$300 for a mailing to recruit memberships for getting DI info to the schools
- We have found bulk mailings don't get increased number of DI applications.  
There was discussion on how to do recruiting using the money from HQ.

Mailings to Memberships: There was discussion on what to send memberships, when to send it, and who should send it.

The board also discussed ways HQ is trying to gather DI stories.

The possibility for teams to create IC kits for deployed soldiers.

What challenges we should offer and how many teams from each region should come to state. It was decided to have the teams vote at the end of the year on what challenge(s) they would do next year once the summaries are released.

**DINNER BREAK**

8pm

**Discussion on Board Action and Function:**

Brett Doney gave a short talk on the difference between board functions and actions.

**Budget:**

The board reviewed the proposed budget and after some minor changes it was approved.

Clarissa moves to approved the budget.

Barbie seconds the motion

Motion passed.

Motion to adjourn passed.