

# **Montana Destination Imagination Fall Board Meeting September 14, 2019**

Call to order: 9:15 am

## **Attendance:**

Heather Geiger, Bonnie Rate, Barbie Potter, Kathy Dunn, Barb Honken, Ursula Roberts and Felicia Luebeck

## **Approval of June Minutes:**

MOTION: Approve the Minutes of June 20, 2019 Teleconference. Motion passed unanimously.

## **Donation Committee Report:**

There was a lengthy discussion on the per hour payment to the individual trying to recruit more teams. It was felt that \$25 per hour was rather high. As a board we felt that it was expensive for just recruiting and it would have been better to pay her to train Team Managers. The amount budgeted was \$1500. As of this time she has put in 39 hrs. for a total of \$975.00. The committee was informed the committee's role to guide us on how we were to use the money and that the Board controls the money and that the Board needs to approve how money is spent. It was suggested that the Board give the committee an amount, maybe \$250 or \$500, that they wouldn't need an approval, to use for a creativity night or other expenses. It was felt we need to make a contract agreement for individuals who provide contracted services. Perhaps the recruiter could develop something that could be used throughout the state.

## **Insurance Requirement:**

In looking at our license agreement and the insurance requirement we need to have our own liability insurance. Discussion was centered on our liability and coverage and the amount required. The insurance company recommends having coverage for personal vehicles because if someone is doing DI business and has an accident the other party can sue DI. The discussion was about what coverage we need. the details of the cost and what coverage we'll get was shared with the Board.

## **Background Checks:**

There was discussion on the companies who perform background checks and the cost, what they offer, who needs the background check and how to fund the cost. We could pay the cost with discretionary funds \$1700 or we pay half and the volunteers pay the other half. Volunteers can opt to pay all of it. Team Managers and any parent that is a full time helper are required to have a background check.

MOTION: Accept using Sterling Verified Volunteers and use the three financial options (we pay all, 50/50, volunteer pays all). Motion passed unanimously.

## **Youth Protection Policy:**

We need a Child Protection Policy. Barb Honken will work on a draft using parts from other affiliates and HQ. There was discussion on who will monitor and where will this go on the website. On the first meeting when the team gets together, the Team Manager needs to go over the Youth Protection Policy and give out Parent guidelines too. There was more discussion. We will address this at the next meeting.

## **Treasurer's Report:**

The assets and expenses were reported.

Checking: \$10,175.26

Petty Cash:	\$76.43.
The Capital One 360 ING	\$7932.54.
Donation Checking:	\$625.12
Donation Capital One 360	\$8421.86.
South West Region	\$656.32
South Central Region	\$592.13.
Balance:	<b>\$28,506.66.</b>

There was discussion on the Regional accounts and what to do with them. It was suggested that we close them and move the money to the State accounts and have it as a line item on the reports.

MOTION: Close the South West and the South Central accounts and move the money to the MT DI account then have that money available as a line item on the budget. The motion passed unanimously.

#### **Tax Return:**

The Board was given of the tax return filed for the past fiscal year.

#### **Non-Profit Status:**

We are applying for 501 C 3. We've been under the umbrella of Headquarters and they want to discontinue all Affiliates operating under their 501 C 3. The cost will be \$275 as opposed to \$600 because we don't have over \$50,000 in assets.

#### **Budget for 2019-2020:**

The details of the budget were discussed along with some changes to line items. We raised the insurance item to \$2000 to cover the Liability and D&O Insurance. If we have to pay for background checks we could use the discretionary fund.

MOTION: Raise the insurance to \$2,000, use the \$1700 left in the discretionary funds for background checks and change the line item to background checks. The motion passed unanimously.

There was discussion on the \$3,000 left in the coffers because we don't have an Affiliate Director. It was felt that we could use that money to hire someone to accomplish some of our tasks. We have \$1000 for marketing from HQ and we spent all of it last year. Discussion on using the marketing money and if we want to purchase the current team packs for \$35 each We will allot \$350 for 10 team packs. Discussion on marketing to companies. Discussion on how to market our program by paying someone to develop a marketing plan.

#### **Team Recruiting Efforts:**

The discussion centered on where to bring Instant Challenge mini kits for folks to experience them along with information about Destination Imagination. Maybe the Escape Room, Children's Museum, Science Fairs, Kids Fest and Spectrum to name a few. Discussion was about whether some of the places to send the kits will produce results. Other suggestions for those of us in the school setting ask teachers if they would allow the children to participate in solving an instant challenge. There's a group out of Utah called STEDI that provides information for Substitute Teachers. We presented at the Science Institute and After School Providers at MSU and made contact with quite a few people. Give small kits to Student Teachers and give them information on how to start a team. There are drawbacks. Maybe contact Junior's at Universities to build their resumes.

#### **Reorganization:**

We would like to have a well rounded board. Maybe we could get an accountant and someone with marketing experience.

**License Agreement:**

There was discussion on the new License Agreement and that there were not many changes. MOTION: Agree to sign the License Agreement. Motion passed unanimously.

**Report from Ignite:**

We can have up to 25 team packs at \$35. Part of the License Agreement is that they'll provide online training. All of the team managers are encouraged to log in. Team Managers will be informed about online training and the background checks.

**Team Manager Training:**

Discussion on whether we should continue the newsletter for the Team Managers or maybe do targeted info-quick blips. Maybe use an interactive approach. Ursula may work toward a more personal approach to the Team Managers instead of a newsletter while sharing quick tidbits of information like have you figured out a name for your team and things like resources for building structures. Ideas on how to help the teams with the challenges that they pick. Lengthy discussion about how to support the Team Managers.

**Affiliate Director Job Description:**

Reviewed the draft of the Affiliate Director Job description. There was discussion on the details and changes were made. The board collaborated and compromised to finalize the description.

**Review Last Year:**

Discussion on how many teams we had this year and it was down from last year.

**Organizational Chart:**

Heather worked up an organizational calendar chart that outlines the tasks that have to be done, when and by whom. Request for someone to make up a brochure to give to service organizations in the hope that we could get more volunteers during the times when we have to get a lot done. May need a volunteer coordinator in Butte to get volunteers for the State Tournament.

Discussion on job descriptions for Volunteers, Team Manager trainer, Pin and Shirt person etc.

**Marketing and Business Plan:****Report on Marketing Workshop:**

Key points were to Focus on your target. We are focusing on getting more teams in Bozeman, Butte and the surrounding area along with trying for Missoula.

**Business and Marketing Plan:**

There are no major changes on the Business and Marketing Plan. Discussion on tactics and strategies. We could concentrate on the After School Programs. At our monthly meetings - follow up to see if we are on task. Operational plan, United Way and Science Olympiad? Discussion on updating throughout the year. The new Affiliate Assessment toolkit from HQ includes Affiliate Structure Rubric so check it out and fill our Affiliate Structure Score at the end of the year. Discussion on our procedures and ceremonies at State to see what we could improve on and how we succeeded. Felicia shared the details and other information about the available space and Heather asked her how much help she will need. There was discussion on various needs for the tournament. We offered Felicia a stipend for her stepping up to be our Tournament Director.

**New Affiliate Assessment Toolkit from HQ:**

Use the new tools for Marketing from Headquarters.

**Global Finals**

The tournament went well. At one point there was a weather issue so teams met at a hotel and the hotel ran out of food.

**Pins and Shirts:**

Discussion on our theme which is something like Star Struck with Creativity. We decided on to a Montana shaped pin divided into 4 with parts with an animal constellation on each segment. Then we'll have a separate Sasquatch pin. We will decide our theme at our next meeting. Shirts will have constellations with a forest. Maybe a multi - affiliate set based on National Parks.

**Schedule for Teleconference Updates:**

Discussion on when to have our next Teleconference. We decided on quarterly meetings and our next one will be Wednesday, November 13th at 7:30 pm.

**Adjourn:**

MOTION: Motion to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 4:03 pm.