

**DHHBA Board Regular Monthly Meeting
A G E N D A and MINUTES
January 2023**

Call to Order & Roll Call

Present: Zainab Alkebsi, Lisa Bothwell, Taye Akinola, Julie Kegley, Azeema Akram, Jess Kennedy

Zainab called to order at 5:37pm ET on January 4, 2023, remotely via Zoom

Zainab running the meeting

Jess taking the minutes (and certifying here with her initials /JMK/)

Confirm Agenda Receipt

Confirm Approval of Past meeting minutes

- N/A with a new Board

Communication Rule:

- Just one rule. Please be mindful of communication needs. Not everyone signs and not everyone uses their voice for ASR captions. So we will use the chat to communicate.

Old Business:

- New term!
- Welcoming Julie and Lisa to the Board
- Listserv communications discussion:
 - Emails regarding DHHBA as organizational plaintiff
 - Response to John Waldo's "ask" and subsequent discussion thread
 - Jess will draft an email response for Board review this weekend and circulate.
 - Emails regarding more transparency - open meetings and meeting minutes
 - Azeema to review Roberts Rules of Order for rules on meeting minutes and publishing minutes
 - Minutes always recorded and we are exploring ways to make them available
 - Discussed possibility of Membership meetings twice annually
 - No objections, but we will need assistance and more financial contributions
 - Upon the review of the rules we can explore and consider options for location to publish the minutes
 - Jess will include this response in draft email she's preparing for Board review this weekend
 - Rapid response team?
 - The benefit to a Listserv RRT is becoming more visible, more immediate. Official responses should have opportunity for all Board Members to consider the response, but timeliness has been an issue in the past with the Listserv receiving many replies while the Board considers an official or collaborative response. An RRT would be tasked with responding quicker to let Members know we acknowledge the emails and are working on an official response.

- Motion to approve an RRT consisting of Zainab and Jess, with Lisa as a backup - motion made by Julie and seconded by Azeema. Voted unanimously all in favor.
- Update on membership database
 - We are considering annual membership dues. MemberPress is the platform we will use to collect annual dues. Previous board voted for this platform, which Taye secured at a discounted price. Taye is investing considerable time to configure this new platform. The priority at this point, however, is conversion of the bank accounts so this is a secondary priority at this time.
- Update on transferring bank accounts
 - Goal of the Treasurer is to convert bank accounts within 60 days to online banking accessible to new Treasurer. Treasurer will work with President and Recorder.

New Business:

- Update to listserv/FB page posting rules
 - Will provide an opportunity for Membership comment before finalizing
 - Azeema agreed to take the lead on first draft redlines
- New temporary ad hoc Bylaws committee
 - To be discussed further at future meeting. Previous board undertook this work in 2022, and it proved very time consuming, although consensus is that it is necessary
- New committee chairs for the standing committees
 - Chairs listed below. Via Zainab, Julie will choose which she would like to co-chair
 - Each committee may want to consider if open for vacancies

DHHBACon Committee Report: (Lisa chair, with Zainab and Taye)

Public Affairs Committee (PAC) Report: (Jess chair with Zainab)

Advocacy and Outreach Committee (AOC) Report: (Caitlin chair/Azeema interim, with Lisa)

Development Committee (DC) Report: (Taye chair, with Azeema)

Education and Events Committee (EEC) Report: (Zainab chair)

Other Items

None

Next Steps

None other than stated above

Next Meeting Date: February 1, 2023

Adjournment

Meeting adjourned by Zainab at 6:51pm ET.

Julie excused herself at 6:30pm ET.

After Adjournment, Julie communicated to Zainab her interest in the EEC and AOC committees.

/JMK/