

**DHHBA Board Regular Monthly Meeting**  
**A G E N D A**  
**September 2023**

**Call to Order & Roll Call**

*Present: Alison Ecker, Julie Kegley, Lisa Bothwell, Jessica Kennedy*

*Lisa called to order at 6:35PM ET.*

*Lisa running the meeting as acting President and Jess taking the minutes with Members offering updates in writing here during the meeting (and certifying here with her initials JMK).*

**Confirm Agenda Receipt**

**Vote to Approve Past Meeting Minutes**

- Follow immediately below
- Jess K motioned to approve the minutes for the August meeting, following immediately below. Julie seconded the motion. Motion passed unanimously.

**Record and Confirmation of Votes Conducted by Email Since Last Meeting**

- Motion to sign confidential agreement. Lisa Motioned; Caitlin Seconded. Vote by email passed with Lisa, Caitlin, Julie, and Jessica voting affirmatively.
- Jess K motioned to confirm by vote, Julie K seconded. The vote unanimously passed.

**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:**

- Zainab on mat leave
  
- Updates on summer business and reiteration of priorities
  - Treasurer vacancy (Jess)
    - Board is considering a formal request for names via listserv. Seeking motivated members with capacity to serve seems most effective via listserv
    - Pending an email to the listserv and policy/procedure draft regarding the separation of duties, fiscal transparency and accountability.
  - Treasurer duties (Jess)
    - No updates here, a few notes below in PAC
  - Affinity Bar Roundtable - FBA Annual Meeting & Convention, Memphis, TN - September 22 11:30 a.m. - 12:30 p.m. Central (Jess/Lisa)
    - Currently AEcker and JKegley available to attend. Lisa will facilitate invitation.
  - Facebook group (Jess)
    - Jess will follow up with Caitlin via email
  - Membership meeting for 2023 (Lisa)
    - October 24 at 3pm ET

- Webinar format is preferred for effective administration and management of attendee and presenter experience
- At next board meeting (October) we will prioritize discussion regarding the meeting format and management
- Member spotlights (Caitlin)
  - Caitlin volunteered to champion the next spotlight after Taye's - thank you!!!
  - No update
- DHHBA Conference 2024 (Lisa)
  - Still collecting costs across potential hosts by room rental and AV costs. Lisa will update the Board by September 30 with pending updates (TY Lisa).
- EEC Webinar this upcoming Tuesday (Julie)
  - Sent out zoom link for webinar and several reminders prior to today. Encourage DHHBA Board members to attend and ask questions beyond the prepared questions.

**New Business:**

- None

**Bylaws Committee Report: (Lisa, Zainab)**

- Amended Bylaws were approved by Board vote and will be shared to the DHHBA website soon.

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

- See DHHBACon updates above.

**Public Affairs Committee (PAC) and Development Committee Reports (Jess chair with Zainab and Lisa)**

- Updated Quarterly Update was finalized and sent
- Contacted bank about obtaining a checking account debit card
- Current balance with bank: \$13,289.43
  - Compared to last month it is exactly consistent
- Current balance with PayPal: \$87.24
  - Membership dues from July and August. Will be transferred to checking account in 1-3 days.
- Working on the application for D&O insurance

**Advocacy and Outreach Committee (AOC) Report: (Caitlin chair)**

- No updates.

**Education and Events Committee (EEC) Report: (Zainab/Julie co-chair [with Faye and Elizabeth])**

- Solo practitioner webinar scheduled for September 12, 2-3pm ET. Michael Stein and Kelcey Patrick-Ferree confirmed as panelists.

**Next Meeting Date:** TBD. Caitlin to take lead on scheduling next meeting in October; otherwise scheduled for October 9 at 6:30pm ET. 10/17 at 5:30pm ET appears to work for most members.

**Adjournment**

Meeting adjourned by Lisa at 7:32pm ET