

**MINUTES**  
**Quarterly Meeting of the ICTF Board of Directors**  
**October 22, 2019**

**Call to order:** Brenda Stanley called the meeting to order at 9:00am.

**Board Members in Attendance:** Brenda Stanley, Cheryl George, Janet Goodliffe, Jill Andrus, Richard Jurvelin, Jenn Haddad. Absent: Shannon Dunstan **Present via phone for a portion:** Alex Zamora

**ICTF Staff in Attendance:** Taryn Yates, Roger Sherman, Lori Dicaire, Emery Wight (intern)

**Board Education:** New CDC Technical Package “Preventing Adverse Childhood Experiences (ACEs): Leveraging the Best Available Evidence”

**Approve Minutes from July meeting**

**M/S/C:** Ms. George, Ms. Goodliffe

**Approve Consent agenda and financial report**

**M/S/C:** Ms. Goodliffe, Ms. Haddad

**Review Governing/Board Process Issues**

An ad hoc policy committee formed at the July meeting to address changes to personnel and board policies presented their recommendation. The board accepted the policy recommendations as follows:

**1. Policy on Executive Director Performance Review**

Annually at the October board meeting, an ad hoc committee will be established to review and develop a collaborative performance evaluation survey for the Executive Director. The survey will be presented at the January Board Meeting for discussion. The ad hoc committee will identify participants from the community partners and grantees and disseminate the survey to board members and the identified participants. The results will be presented at the April Board Meeting in executive session.

**2. Ad-Hoc Committees.** The Chair of the Board, in consultation with the full board, shall identify ad-hoc committees as needed. The Board shall identify members to serve on each ad hoc committee.

**3. Vice-Chair** The Board establishes the position of Vice-Chair who shall generally assist the Chair and shall have such powers and perform such duties and services as shall from time to time be prescribed or delegated to him or her by the Chair or the Board of Directors. In the absence or disability of the Chair, his or her duties shall be performed and his or her powers may be exercised by the Vice-Chair unless otherwise determined by the Chair or the Board of Directors.

Proposed by Ad Hoc committee—Shannon Dunstan and Cheryl George and staffed by Roger Sherman, October 10, 2019

**Ad Hoc Committee for ED Review**

Members nominated for the committee: Alex, Brenda, and Jen

**Nominate new Board Vice Chair**

Alex Zamora was elected as the new board Vice Chair

**M/S/C:** Ms. Goodliffe, Ms. George

### **PCAA Recommendations and Follow-up**

ICTF underwent a chartering review by Prevent Child Abuse America in July. In order to maintain our chartered member status, an agency must receive 85%. We received a score of 96%, but were marked down for lacking a strategic and fundraising plan.

**Succession plan:** Recommended by PCAA. We have 2 sample plans for a foundation for our plan and the newly formed ad hoc committee will put forward a recommendation by January. Ad Hoc Committee: Janet, Cheryl and Shannon volunteered to be on the committee.

**Other ad hoc committees:** The board decided to wait to assign members until after 2 new board members are on-boarded.

### **New Staff position—Hire a half-time Training coordinator**

The Executive Director was given the authority to explore how to establish a position and what we need to do to get the funding lined up to pay for it.

### **Working Lunch @ 12:24pm**

**SFTI/Prevention month—**Preliminary plans for our annual statewide conference were presented to the board.

**ACESConnection.com under communities:** We have set up an Idaho community on the AES Connection website called “Idaho Resilience Project” and are encouraging board members to join the in-progress resource.

**Documentary Development:** Roger is working with the IRP to develop a documentary much like “Resilience” but with Idaho stories. Jean Mutchie-Fitzgerald is leading this effort as part of her RWF fellowship.

### **Fundraising—CHIF/Optum/Wickes Foundation**

Vital stats opportunities – Governor’s Office prefers that we wait until after the new controversial federal policy related to changing birth certificates to die down before pursuing any new funding sources.

### **Legislative Affairs**

The Director gave a presentation about upcoming legislative issues and the effects on Idaho children such as Religious Exemption, Medicaid/income support issues, and Child Welfare/Parental rights issues.

### **Expenses over \$1000**

Roger and Taryn to Travel to DC for CTF Alliance Meeting

### **Board values exercise and discussion**

The board engaged in a preliminary strategic planning activity. A template will be put together of models for change which will identify resources. Expect an agenda item for January in addition to grant reviewing + SFTI, Child Abuse Prevention Month

***Meeting adjourned at 4pm.***

**M/S/C:** Ms. Goodliffe, Ms. Andrus