



## The Landing Board of Directors Meeting

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Date: August 10<sup>th</sup>, 2017

Location: SUB 0-44

Present: Alix, Bryan, Krystal, Colleen, Cassie, Ilya

Call to Order: 11:12AM

1. Call to order/check-in
2. Board tutorial
3. Amend & approve agenda
  - a) **Srosh motions to approve agenda: motion passed**
4. Amend & approve minutes
  - a) June 15, 2017 Minutes:
    1. **Srosh motions for amendment to update the attendees to reflect her presence at the meeting: motion passed**
    2. **Ilya motions to approve minutes: motion passed**
  - b) July 12, 2017
    1. **Krystal motions to approve the minutes: motion passed**
5. Reports
  - a) Chair Report:
    - Volunteer coordinator (Rohan) is no longer employed with The Landing; Colleen is taking over volunteer training as the one remaining staff
    - There is currently 5 or fewer volunteers returning
    - We'll partner with ISMSS for Shades of Colour, as ISMSS has the capacity to provide administrative support. The Landing will continue to provide financial support and promote the program in our space
    - Board recruitment – board is asked to fill out the skill matrix to help better organize our training and optimize recruitment initiatives
    - Board training - There is an opportunity to partner with the other DFU services on campus for training; it will likely be October 21<sup>st</sup>.

**Bryan motions to accept report: motion passed**
  - b) Treasurer
    - Monthly financial was sent out; minimal spending occurred in July
    - There was an additional cost this year for printing the Pride banner

**Bryan motions to accept report: motion passed**

**Bryan motions to approve Colleen & Alix to seek out funding as necessary: motion passed**
  - c) Staff
    1. Colleen is working on a marketing campaign to launch with the "I Believe You Campaign" on September 11<sup>th</sup> 2017 (ASAS)
    2. Colleen is also working with partners to create a visual identity for GVBPP
    3. Colleen held sexual violence first responders training that was focused on athletics but open to everyone
    4. Colleen will be working on the GBVPP dinner on September 12<sup>th</sup> – the board is invited to attend!
    5. Colleen is seeking silent auction items for the dinner
    6. The Office of the Dean of Students has offered funds for The Landing to host A Week of Liberation that is open to all students:

1. Colleen suggests a BBQ where we partner with other organizations to showcase resources on campus

**Bryan motions to accept report: motion passed**

6. Discussion

a) Landing operations in Fall Semester

I. Re: Drop In Services

- a. There are tools available for volunteers already; such as evaluations, resources, etc.
- b. At this time there are only 3 returning volunteers offering to help with Drop In Hours. There are new volunteers, but there is no record outlining what capacity they can volunteer in
- c. OUTreach has offered to support Drop In Hours during September; Cassie will e-mail a proposal to the board
- d. Current Plan for Drop-In Hours:
  - i. September:
    1. OUTreach and returning volunteers will support Drop In Hours
    2. Focus on volunteer recruitment (Clubs Fair, etc)
  - ii. October: Volunteer Training
  - iii. January: Return to Full Capacity

II. Programming:

- a. Queerness & Faith - Colleen to follow up with Denise about continuing the program in the fall
- b. Spectrum – Colleen to reach out to Emily M. and Beatriz C.H. to request help mentoring new volunteers for this program
- c. Creative Jam – ALTVIEW can provide staff + resources to run a creative program
  - i. Would need to start with a focus group to learn more about what the current visitors and volunteers want from Creative Jam

III. Welcome Back/Re-Opening in the Fall:

- a. Colleen suggests a social/open house for returners & new volunteer
- b. Bryan suggests potentially a queer & trans campus tour or orientation

IV. Previous Landing volunteer, Beatriz C.H., has offered to support The Landing during the upcoming transition period, and may be able to carry out some of the duties that would regularly be assigned to staff

V. Saturday September 9<sup>th</sup> – SGS will host a volunteer training/skill building session: The Landing volunteers are invited to attend

b) Staffing

I. Review of potential staffing options:

Option 1:

- Office Administrator (5hrs/week)
- Volunteer Coordinator (20hrs/week)
- Community Coordinator (20hrs/week)

Option 2

- Community coordinator (20-25hrs/week)
- Program coordinator (20-25hrs/week)

Option 3 (with the ability to utilize option 1 depending on who is hired)

- Site coordinator (35/hrs a week)

- Office admin (10/hrs a week)

**Bryan motions to accept Option 3; motion approved**

**Ilya motions to approve the Coordinator position; motion passed**

Bryan requests an e-mail version to follow-up on a hiring package

- c) Hiring Committee – Suggested composition:

Colleen

Alix

Bryan

Krystal

An external volunteer from The Landing

**Bryan motions to accept the hiring committee format – motion passed**

**Krystal motions for Sophie to be the external volunteer – motion passed**

- d) Board recruitment

- a. Currently seeking:

i. 2 Students at Large

ii. 1 LGBTQ+ Serving Organization Rep

iii. 1 Community Rep

- b. Encourage those applying to outline their skills in their cover letter

- c. Suggestion to ask for an external treasurer → they do not have to be a director (i.e. have a vote)

- e) Apology letter

- a. Roundtable discussion to finalize apology letter

7. Business

- a) Budget amendments

- i. **Bryan motions to table for next meeting – motion passed**

- b) Audit

- i. Colleen explains the process from previous years

- ii. **Bryan motions for Alix to engage in the audit process – motion passed**

8. Feelings check

9. Adjournment – 2:11PM