

**Regular Session Board Meeting Minutes for June 7, 2022**

**STAR ISLAND CORPORATION**  
**Regular Session of the Board of Directors**  
**MEETING MINUTES**

June 7, 2022 at 7:03 p.m. EDT via Zoom

Members in Attendance

Joni Abbadessa. Treasurer

Kyle Belmont

Patricia Coleman (President, ISA UU)

Leon Dunkley

Debbie Duval, President

Elizabeth Erickson

Tom Kennedy, Vice President

Keri Mattaliano (President, SIUCC)

Caroline Quijada

April Rosario

Topher Soltys

Arlyn Weeks, Clerk

Members Absent

Lucia Green-Weiskel

Other

Sabine Michaud, Pelican Liaison

Joe Watts, CEO

**Opening Words** were offered by Elizabeth Erickson.

**Call to Order.** Debbie Duval Called the meeting to order at 7:15 p.m

Upon a motion duly made and seconded, the Board

VOTED to enter into executive session.

The Board returned from executive session at 7:18 p.m.

### **Minutes of May 3, 2022 Meeting**

Upon a motion duly made and seconded, the Board

VOTED to approve the minutes of the May 3, 2022 meeting.

### **CEO's Report**

Joe Watts reported that the staff has been carefully tracking bednight registrations, on high alert due to the current COVID situation, and that as of today we are at 16,990, 89% of goal. The Annual Fund is tracking slightly ahead of expectations. A communication about COVID-19 policies went out last Friday; many follow-up questions are coming in. A follow-up communication will be sent one week before each conference. It is important for each Board member to be aware of the donor bill of rights and confidentiality agreement that were included in the packet for this meeting. Annual Fund conference representatives review and sign these documents.

An anonymous complaint against Star has been filed with OSHA, alleging that COVID-19 guidelines are not being followed and that employees are exposed to mold. Joe has informed the Pelican liaison and president of Pelican Council of the complaint and has posted the written complaint in accessible locations on the Island. An internal investigation has started, to be completed within 5 days, followed by submission of a written report to OSHA. Star Island could have been subject to an on-site investigation and fines, but OSHA decided to reach out to us in writing as an alternative. While a follow-up inspection is possible, Joe is confident that our report will respond adequately to the complaint and demonstrate our commitment to a culture of safety first on the Island.

### **Beloved Community Project Report**

April Rosario reported that some members of the Task Force will be participating in Pelican orientation. The Task Force has been working with Christana Wille McKnight on her intentional workshop for that orientation, which will also be offered throughout the conferences. Task Force members may also participate in those workshops. The Task Force will meet on-Island to outline its next projects that will start in September, focusing on financial aid, accessibility, and the next portion of the Guidebook to focus on for conferences in 2023. Good feedback has been coming in on the new Island song, and the Pelican community will work together on their lyrics for the song.

### **Treasurer's Report**

Joni Abbadessa reported that the IRS employee retention credit for 2020 has been received and we are awaiting the credit for 2021. The Annual Fund is on track. Our cash flow position is good, with no need to borrow on our line of credit as yet. The annual review of the SIC capitalization policy by the Finance Committee resulted in no changes. The reserve policy will be reviewed in August. The annual financial planning schedule will be altered so that the budget is drafted in the fall and the five-year projection done in the first quarter of 2023. We have closed on the second SRF \$500,000 loan.

## **Pelican Liaison Report**

Sabine Michaud noted that the remaining Pelicans will arrive next week. Planning for their orientation is underway with the intention of making the week as welcoming and informative as possible. There is some stress in the community around the two COVID outbreaks but effective mitigation is taking place and priorities are being set. There is general encouragement to have individual COVID exit strategies in place.

## **Conflict of Interest Form Reminder**

Debbie Duval noted that two members have not yet filed their conflict of interest forms and should do so by this evening or tomorrow morning.

## **Board Liaisons**

A draft list of assignments is included in the packet for this meeting. Anyone with questions or issues with respect to the list should contact Debbie no later than Friday June 10.

## **Governance Task Force Report and Recommendations**

Tom Kennedy presented the proposed Governance Task Force Charge. Upon a motion duly made and seconded, the Board

VOTED to approve the Governance Task Force Charge.

The charge will be made available on our website.

The Task Force met on May 18 and June 2. It reviewed the comments from the Annual Meeting breakout groups, which were attended by about 65 people. Kate Brady's summary of those comments was distributed to the Board members. Four subgroups of the Task Force have been designated, with task force members initially appointed as follows:

Committees and Constituents: Liz Erickson, Lucia Green-Weiskel, Joe Watts

Membership: Topher Soltys, Tom Kennedy, Kate Brady

Best Practices: April Rosario, Debbie Duval, Joe Watts (Mary Ellen Jackson, consultant)

Bylaws: Arlyn Weeks, Kate Brady

Membership of the subgroups is not closed. The Task Force will meet monthly on a Thursday and quarterly communications will take place with SIC stakeholders. The first report will be in September or October. The work is not likely to be finished before the 2023 Annual Meeting, but the Task Force will report then. The current thinking is that the final report will be issued by the 2024 Annual Meeting.

The Task Force brainstormed potential additional members for the subgroups. The need to be transparent was emphasized; the more involvement, the better the result. The Task Force will meet again on July 7.

A covenant for Corporation committee members will be developed by the fall of 2022.

## **Council of Conferences Meeting Report**

Because there is currently no Board liaison to the Council of Conferences, Joe Watts reported on its May 15 meeting, which was attended only by 7 to 10 people other than two staff and five Board members. As part of an effort to generate interest, the Council of Conferences board held the meeting on a Sunday evening. Discussion items included how to include people who are not internet savvy and how conferences could communicate better with one another, with the goal of less redundancy and more efficiency. Joe commended Council of Conferences board members for their hard work to generate interest.

Extended discussion followed about ways in which the Board could support the Council of Conferences, including the need for education and communication. It was noted that the Council will be part of the governance review.

### **Board Calendar and Summer Meetings and Retreat**

A draft calendar for 2022-2023 is included in the packet for this meeting. Retreats will probably be hybrid in format, but members are encouraged to attend in person. The Sunday start date for the August retreat is due to the change in conference start dates to Sunday. Some topics for the scheduled meetings will probably shift. Members should keep the July date open for a Board meeting, although it may not be necessary.

Ideas for subjects for the retreat should be sent to Debbie. Some suggestions made at this meeting included renewal of the strategic plan, the Board self-evaluation (Topher will take this on), and goal-setting for the Board. Members may bring a guest and have the option to stay over on the Monday night.

### **Financial Grants Report**

Kyle Belmont reported that he, Keri Mattaliano, Michele Kunz, Jordan Young and Mike Bray are the group administering the SIC financial grants program. This year there are two rounds of awards: one for the full-week conference season and one for later conferences. The application deadline for the second round is July 1. The original budget figure was \$42,000, and the staff has made an additional \$10,000 available for grants as needed. In the first round, \$42,438 was awarded. There were 165 applications for the first round; there are currently 33 applications in the second round.

Some conferences were able to fund all applications from their own funds, including ISHRA, LOAS 1, and Arts. Star Gathering covered most of their applicants. The group's first challenge was that the applications exceeded the budget. The second challenge was how to treat conference staff; there is some confusion in this area. The third challenge was that there is limited documentation of policies or operating procedures, and this process needs to work from a place of agreement.

All eligible applications were funded, but not always at 100%. The goal is to help everyone who applies, and there will be applications filed after the deadlines. We should publicize the total amount given out. The Beloved Community Task Force made it a point to publicize the availability of financial assistance. Policy and guidelines for financial aid would be a good topic for the summer retreat. There is an opportunity to reform the program for 2023. Despite the good work of our volunteers on this group, it may be a vulnerability that this program is not staff-driven. This can also be looked at more closely as we prepare for next year.

### **COVID-19 Policies to Start the Regular Season**

A decision on mask-wearing policies will be made in the next five days. There was brief discussion of the policies that were announced recently via e-mail and other possible means of communicating updates.

Upon a motion duly made and seconded, the Board

VOTED to adjourn the meeting at 8:57 p.m.

All votes were unanimous.

Submitted by

Arlyn Weeks, Clerk