

## **La Leche League of Southern California, Inc. Board of Directors' Minutes**

Call to order: A regular meeting of the Board of Directors was held on November 14, 2021 via Zoom at 7:06 pm with Stephanie Laurean as host and Sharon Savene leading.

### **Members present :**

Stephanie Laurean

Network Financial Coordinator/ NFC

Sharon Savene

Board President

Hedi Herrmann-Blanton

Network Professional Liaison / Events co-Chair

LLL USA Council Delegate for LLLSCNV Network

Patricia Ochoa

Area Representative / AR - San Diego Imperial Valley

Tyler Dodge-Griffin

LLL USA Council Delegate for LLLSCNV Network

Renee' DiGregorio

Executive Council Facilitator

Not present:

Elise Hamel

Network Coordinator of Communication and Social Media / Events co-Chair

Karima Khatib

Network Coordinator of Leaders- NCL / Events co-Chair

Elizabeth Krey

Area Representative / AR - Nevada and Northern CA Deserts

Emily Niemeyer

Area Representative / AR - Orange County Inland Empire

Romy Rapoport

Area Representative / AR - Central LA Beaches

Departments not currently represented:

Leader Accreditation - Network CLA not assigned

Agreements - OPEN

### **Approval of Minutes**

A draft of the Minutes of Board of Directors Meeting held 10/10/21 was sent for review during the month and approved by quorum vote. The minutes have been posted on the Network website. A notice will go out to Network Leaders that these documents are available for viewing.  
[Elise]

**Old Business**

-Donation button for our website and for the public Network FB page. Stephanie will work with our webmistress and Elise on how to make this happen. Both can be connected to our existing PayPal account. Stephanie will work on the verbage to accompany this and provide account information for connectivity. As discussed before, this has been a missed opportunity to assist in the financial health of the Network.

Update 9/12/21 Stephanie will continue to explore with our webmistress.

Update 10/10/21 Elise shared what they did for their website and will explore adapting to our needs. 11/14/21 Update: See Finance Report

- Quarterly Stats Report for January - June, 2021. Updated survey went out on 9/21/21 to ARs. Responses will come directly back to Elise to retrieve and compile with Patricia. Elise will send a report to the ARs of responses so that they may follow-up to achieve the October 31 requested deadline. Update 11/14/21 **See Addendum #1**

- A Communication Skills Workshop is planned for (all Tuesdays) October 26, November 2, 9, 16, 30 and December 7 with approval by all after review of a Memorandum of Understanding signed September 7, 2021. Elise will assist with administrative tasks for these sessions.

Update 10/10/21 As of this date, 10 of 12 spots are filled. Karen shared that full participation will award 5 communications skills training hours for those pursuing requirements for IBLCE. No additional costs are required, and should be a possible perk to mention for future workshops.

Update 11/14/21 Patricia shared (as a participant/trainee that all seems to going smoothly added that she is helping send out weekly emails and hosting the Zoom meeting.

Fees have been received and will be shared as outlined in MOU. **See Addendum #1**

- LAD description on website: Several months ago it was discovered that the LAD Dept. description on the website was out-dated. Focus on that update will be accomplished during the next Agreements Workgroup meeting.

Update 10/10/21 It is felt that the importance of having a clear updated job description will encourage interest in the position. Elise compiled an edited version and will save it in the Board drive for all members to look over to edit/add or accept changes. Board members are encouraged to respond in a timely manner.

Update 11/14/21 Final version was completed at October 24 Agreements meeting and have been posted on the 'open positions' portion of the website.

- Grant status outlined in 9/12/21 Board Minutes 'New Business'. Contact person has not responded to Patricia. Hedi has offered to help Patricia for, if nothing else, the experience of applying for a grant.. The sponsoring company was found to be WHO Code compliant. Update 11/14/21 Patricia heard from one of the coordinators of the grant and indicated that they are still working on the details and Patricia will be notified when applications will be accepted.

Old Business continued:

\*Maintained here for quick reference

-Continued discussion on whether to remain a Network. See New Business from 9/12/21. Pros and cons revisited. What Network would we join? Advantages to the Network that would accept us? Would returning to Area status actually relieve SCANV of administrative responsibilities in serving our Leaders? It was concluded that focused effort should be returned to growing our Leader numbers and encourage interest among current Leaders to give consideration to assuming Network leadership roles. Discussion will be re-addressed at any time in the future depending on the results of this effort.

## **Department Reports**

### Leader

- The NCL continues to be on family leave from her administrative obligations.
- Elise will report on functionality of recently submitted Leader Stats survey-

### **See Addendum #1**

- Two new Leaders (Harks) announcements received. One for Nevada No CA Deserts and one for North Counties Coastal and L.A. Valleys. Welcome letters were sent to both including the LLL USA 'Entrance Survey' form.
- One Leader has retired from the North Counties Coastal and L.A. Valleys. Exit survey sent.
- ADAs have until November 9 to work on RE Area lists to update for accuracy. On that date, the Raiser's Edge will not be accessible to ADAs. Admins will send Area lists to each ADA to check for accuracy. Upon completion and return, the ADA will regain access to the RE. Ultimately the Leader count recorded on January 31, 2022 will be the figure used for cost sharing invoices.

Update 11/14/21 The RE database has been down for unexpected maintenance for 3 weeks, up and through what was to be scheduled shut down to conduct a review. All ADAs should have received Area lists from the admins to compare data. Not received as of this date. Once received and completed by the ADA and returned to admins, access should be regained to catch up on all updates that have not been done due to the shut down. January 31, 2022 is still the deadline for final Leader count for next year's cost sharing

- Within the ADA Discussion portal it was emphasized that a friendly exchange of information regarding move-in/move-out Leaders is encouraged. ADA's have access to a world-wide list of ADAs specifically for this purpose. All Network Areas must know of a move-in Leader, whether they choose to change PC or add it as a Secondary, to be assured that said Leader continues to follow that Area's safe-guarding procedures and to protect the reputation of the charity (LLL of GB is most adamant on this). The current ADA is encouraged to reach out to her equivalent in the new Area and to also inform the Leader of the name and contact information of the ADA in her new location. ADA's will continue to monitor until the Leader is accepted by the new Area, at which point she will make connection changes in the Leader's RE profile.

## Department Reports continued

### LAD

- There are currently 4 active Applicants. Two new Harks this month.
- Update of LAD description on website: see Old Business

### Finance

- Conference Acct: \$5,000.00
- General Acct: \$9,141.20
- Morgan Stanley: \$22,875.47
- Group Financial Reports: All but 5 groups have reported. Two of which are accounts that have closed and are required to respond with a final report. One is trying to get to the bank after applying for a new EIN. Stephanie will reach out to all 5 Group Leaders. Three of the reporting groups must submit a 990N before August 1, 2021. Update 7/11/21 Efforts continue to reach these groups. Update 8/8/21 Another effort will be made to reach those groups who have yet to submit Financial Reports. Update 9/12/21 Only 2 Groups have yet to respond. Update 10/10/21 A member treasurer, who had helped with applying for a new EIN for Las Vegas, was included in a reminder to complete the required Financial Report. It is hoped that this new action will provide a quick response.  
Update 11/14/21 Contact was made with (non-Leader) group treasurer and response received...but report has yet to be submitted.
- 3rd Quarter Cost Sharing invoice payment was mailed and cleared bank on 11/12/21
- Donation Button: The PayPal account is still under the former NFC. A letter will be drafted for the Board President's signature indicating the change in name and to also ask to change the account from business to a non-profit.

### PL/Events

- Speakers considered for a future webinar were forwarded to the USA Code Committee. Sharon spoke with Linda Anderson who questioned that one speaker as 'too profit oriented'. As this suggested speaker originated from a Board member, more input will be requested. Renee had sent an email on August 23 to a Leader who had spoken at numerous Area conferences on this topic to ask for her input. A response has yet to be received. Renee will attempt to reach her by phone.  
See Addendum #1 attached to Minutes of 8/8/21  
Update 10/10/21 Further attempts to reach this Leader have been unsuccessful. It was decided that Elise will compose a letter of interest summarizing our needs and specific La Leche League speaker guidelines. Hedi has offered to assist in composing this letter.  
Update 11/14/21 Elise has not yet written to the speaker  
**See Addendum #1**

PL/Events continued

- The date of March 6, 2022 has been chosen for the next Leader Social. Hedi, Sharon and Ty plan an informal discussion on 'language'. Another focus would be on virtual meetings. (From 10/10/21 meeting: It is also thought that finding a way to improve the virtual experience might reveal parents interested in leadership). A Save The Date will be sent to all Leaders [Elise]
- Special Speaker(s) event for 2022. It is planned to ask Leaders at the Social for their preferences of topics/speakers. See USA Delegate report for status of in-person gatherings.
- The tentative plan for Leader Enrichment Day is the end of May - It is intended to be EDI focused
- California Endowment Center - see New Business

### Communications and Social Media

- See Old Business, Network Stats
- List of Virtual Meetings has been posted on the website. Created in google drive, updates will automatically occur in places posted (Network website and FB pages). The list will be sent to all Leaders via MailChimp.

Events - see PL Report

### Agreements

Last workgroup was held October 24, 2021. Aside from progressing through revisions, extra time was set aside to update and complete the NCL position on the website. Due to the holidays, the November and December workgroup will not be held and will resume January 23, 2022.

Order of review after completion: to be sent to the USA Council for review and to be distributed for review to other Area Networks, revisions if necessary. Then once approved, we would send them to our Areas as a template to create and update their agreements.

### LLL USA Delegate Report

- The 65th LLLI Anniversary Conference. No report available on outcome.
- Hedi expects to not renew her Delegate position at the end of her 3rd year in March 2022.
- Hedi shared that she is the Council member who will compile the Leader Contact Stats for the Impact Card for 2021. Apparently the Stats report for the period of July thru December 2020 was lost and/or never received. In order to retrieve those stats, Hedi will check with Karima if she still has the email sent.
- The no in-person meetings/gatherings suspension continues for LLL USA affiliates Areas.. Process continues on, if when resumed, it would be restricted to outdoor gatherings only. These discussions include input from our legal team. Regarding return to in-person meetings 'not now, but preparing). Any plans to use the California Endowment (see below) must wait for full guidelines for indoor meetings.

LLL USA Delegate Report continued:

- Addressing issue of Leaders who harm; escalating to sanction or removing accreditation.

### New Business

-Offer received from the California Endowment Center welcoming us to use their facility as early as January or February 2022. Our original reservation for November 2020 was cancelled due to COVID shutdown. If not at that time, they will offer priority status to a date of our choice. The previous 1 year in advance reservation requirement has apparently been relaxed. Elise will respond.

-Ty asked for background on LAD Application fees. It was understood that the \$15.00 was to be discontinued as all correspondence is accomplished using email. Without postage, printing of materials (including the Leader Handbook) these fees could not be supported. Renee added it was thought that the Karin Gaussman Fund was used to cover those fees for all applicants. Question remains, that if no cost exists, then why is there a need for such a fund. Plans are made to reach out to our LAD representative with these questions for clarification.

-A reminder that the February Board Meeting is designated as the date to elect a new Board President and renew Corporate Treasurer.

Team position available for extension:

- Liz Krey, AR for Nevada No CA Deserts..end of 3rd year expires 2//2//0/22...2 - 1 year extensions available

Teams position:

- 2nd seat of LLL USA Delegate to represent our Network, open in March 2022

Future term completion:

- Romy Rapaport, AR for Central L.A. Beaches 5th year term ends 4/7/22

In the near future:

- Elise Hamel, Comm & Social Media Director...4/20/22 is the end of 3rd year - 2 - 1 year extensions available

- Emily Niemeyer, AR for Orange Co Inland Empire...6/20/22 is end of 3rd year - 2 - 1 year extension available

- Karima Khatib, NCL 9/18/22 is end of 5th year

AR for NCCLAV remains open

Agreements Chair remains open

- Repeated here for reference: Discussion began regarding new Leader mentorship expectations. It was determined that any new Leader, but especially those who will be starting their own new Groups/leading more independently of an established Group/Leader, should receive a personal phone call from the PL department. A direct phone call can be a friendly introduction to offer continued support as well as follow up to the Leader welcome email sent by Renee/ADA/the Board. This email should include reminders of WHO Code Compliance, requirements for Leader reporting (including links to personal contact Google

form & meeting sign-in Google form once completed) and best practices for avoiding liability in giving “medical advice”.

Next Board meeting is scheduled for December 12, 2021 at 7:00 PM.

Meeting adjourned at 8:15 PM

Respectfully submitted

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Renee' DiGregorio - Executive Council Facilitator

**Addendum #1 attached**

## **Addendum #1**

**Elise Hamel**

**November 17 2021**

CS - We'd have to look up the MOU for what we decided on finances. I believe we're keeping it all? I can also pull a spreadsheet report from Eventbrite of the finances and send that to Stephanie (and CC the board). The week my kids all have the stomach flu I totally spaced out on starting the zoom meetings so Patricia has taken over that admin responsibility. I was kind of the intention anyway, so right now I am more backup/being kept in the know in case they have any technical issues. I do agree the process has been very smooth! I just communicated Monday with Patricia about who will be saving documents & handouts to a master SCANV BoD Google folder and it was determined I would continue doing that so not only will Patricia and Lana have all their own resources saved but I will have copies saved for the Board as well.

Stats: it did not go as smoothly as I had hoped. The spreadsheet is slightly confusing even for me so I don't think it would be user friendly for others. Honestly, collecting zip codes is probably the hardest part...there's no simple/automated way to do it and have it weed out duplicates. Maybe it's a unique issue since we cover like 100 different zip codes in SoCal? I think what could help is requesting Leaders use a master template Google form for meeting sign ins but that needs to be created (I think Sharon sent me one she uses so I may just need to confirm/revise it to match all the data points USA requests). We had about 30 Leaders respond, way less than the precious reporting period. Which leads me to another thought about our forms...if we didn't request all the extra data points that USA requests, we might actually get a lot more responses of basic helping contact #s & meeting stats. Another thing that might be helpful as well is a roster of actual meetings and WHO is responsible for



leading (basically our own "listed leader" database). Those Leaders would be the most significant to make sure they're reporting so we have meeting stats, not just 1 on 1 contacts (which are usually smaller numbers). Additionally, I think it would be wise to send out an article/write up once our new agreements are approved stressing that stat reporting is a \*requirement\* and really go into detail about what USA uses these stats for. I did not start compiling #s before the deadline, that wouldn't have been a wise use of time since I would have had to keep track of where I left off. Its much more time efficient to go in once I know that I'm working with our complete data and finalize numbers. Truth be told, it probably took me maybe 30 minutes tops to go through all the data including compiling all of the zip codes manually and double checking for duplicates. But I recognize that others may find that task a but more time consuming/confusing because of how my brain works lol It wasn't \*hard\* per se, just requires being able to focus and make sense of sometimes confusing columns and rows of lots of numbers and knowing what answers would equal a count and which don't and then knowing which answers maybe duplicates (We do get a confirmation of our form responses (got one for this recent reporting period and the 2020 ones) I got an email from Hedi this week requesting a copy of our 2020 stats and forwarded them to her today. I saw I forwarded them to her in Aug. as well when they said they couldn't find them. So this is the 3rd time they've been sent (the original form response from Karima that we have confirmation of, me forwarding it to Hedi in Aug and me forwarding it to Hedi today).

