

Board Meeting Agenda, June 2, 2016

Call to Order

Check-In and Announcements

- Around the room for introductions and any announcements

Reports from Officers

President

- Still seeking some item donations
- compiling data on clients for grantseeking, no time so need volunteers
- can we get internet?

Secretary

- Approve minutes from April 7, 2016, meeting
- No one showed up for May 5, 2016, board meeting

Treasurer

- Treasurer report, April 2016
 - beginning balance bank: \$12,754.98 + cash \$183.32 = \$12,938.30
 - donations \$698.53; expenses \$2,061.97
 - end balance bank: \$11,474.89 + cash \$99.97 = \$11,574.86 (change: -\$1,363.44)
- May 2016
 - Note, cash is a little more due to donations in jar but have not had time to count
 - beginning balance bank: \$11,474.89 + cash \$99.97 = \$11,574.86
 - donations \$61.24; expenses \$142.38
 - end balance bank: \$11,393.75 + cash \$99.97 = \$11,493.72 (change: -\$81.14)

Committee Reports

- Healthcare committee report
- Housing Services committee report
- Anti-violence committee report
- Prison services committee report
- Fundraising Team
- Programs report
 - Respect Me!
 - Trans Survivors
 - Prison Letter Writing Workshop

Unfinished Business

- Any unfinished Board business

New Business

- Decision-making chart (see following)
- Board development and direction (to be discussed)

- expert advisory function (topic areas to bring expertise to the trans community from trans and non-trans perspectives)
- specifically empowerment input in various topic areas
- Strategic plan (see 2013-2015 plan; 2016-2020 plan being drafted)
- Bring up any new business the Board needs to address

Open End

- Suggestions for increasing involvement?
- Any open end discussion?

Adjourn Board meeting

Decision-Making Table

The following table provides a guide to how updates, changes, and decisions are brought up, examined, and approved at TPI. There is generally a group or segment of those involved that should be responsible for initially working out and defining a proposal, there are others who will be affected by changes and thus need to be consulted for input, and there is a group that should have a broad understanding of the impact and can make the final decision.

Although a specific TPI group may be responsible for introducing a proposal, any member may suggest a proposal to the appropriate team, committee, or other group and work with that group to develop a proposal for consideration.

Table codes:

- ① – The TPI group (usually a team or committee) that introduces a proposal.
- ② – These groups should be consulted before an action or during the proposal development.
- ③ – This team or committee provides final approval or the action or vote on the proposal.

Coll – Collective
 S – Staff
 B – Board

CT – appropriate committee(s) or team(s)
 FT – Fundraising Team

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Position development, messaging, and communication			
Updating the mission, vision, values	Coll	Coll	Coll
Taking a position on a significant issue	CT or S	B & CT	B
Messaging and written communication (fast turnaround)	CT or S	S	S
Other communications strategy	CT	B & S	Coll
Organizational Goal Setting and Planning			
Organizational goals and program planning process	Coll or CT	B & CT & S	Coll
Team work plan development	CT	CT & S	Coll
Committee level projects (within budget)	CT	CT & S	CT
Committee level projects (requiring funding)	CT	CT & FT & S	B
Financial Planning			
Fundraising strategy	FT	B & Coll & S	Coll
Monitoring and reporting a financial situation	CT or S	CT & S	B

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Developing an organizational budget	CT or S	CT & S	Coll
Responding to a cash flow problem	CT or S	CT & FT & S	B
Deficit/shortfall planning	FT	S & CT	B
Planning and Care of Human Resources			
Personnel policies development and changes	Coll	B & S	Coll
Member guide development and changes	Coll	B & S	Coll
Evaluating staff performance	Coll or CT	CT & S	B
Hiring and termination	CT or S	CT & S	B
Resolving organizational conflicts	CT or S	B & S	Coll
Grievance process development and changes	CT or S	S & B	Coll
Resolving grievances	Any member	B & CT & S	B
Board development and board care	B	S	Coll
Program Level Decisions			
Giving support to other organizations (financial endorsements of allies, offering labor)	CT or S	S (<\$50) FT (>\$50)	B
Choosing partners for long-term efforts	CT or S	B & CT & S	Coll