

Board Meeting Notes 8/24/2023

In the conversation, Pranav, Linda, Jessica, Dennis, and Larkin discussed updates on staff hiring, budget requests, and potential changes to the office lease. They also mentioned upcoming trips, recent travels, and the status of tax filings.

- Jessica, Brittany, Linda, and Larkin discussed fundraising updates and grant applications. They confirmed that the organization has a good amount of money in the bank to feel secure through 2023, and were waiting to hear back about new grants, while also considering the possibility of getting a new space with a month of rent overlap.

- Linda discussed the importance of resolving DBA issues and exploring additional income streams, such as marketing DBA.

- Pranav, Linda, and Jessica discussed the categorization of expenses and supplies for outreach activities. They also explored the possibility of moving to a cheaper location to save costs on utilities and parking. Jessica had identified a potential space.

- Pranav, Linda, and Jessica discussed budget allocations and categories for various expenses, including education and development, conferences, and travel. They considered previous practices and suggested placing training programs under office supplies and adding conference expenses to the travel category.

- Linda, Jessica, Pranav, Dennis, and Larkin discussed the budget for the upcoming year, considering expenses for office supplies, training programs, taxes, and insurance. They agreed to proceed with the proposed budget, with the understanding that projected revenue still needed to be secured to avoid cuts in other areas.

- Larkin asked everyone to share the conversation in Slack for record-keeping purposes. Pranav agreed to share Tonja's budget request, and Linda left the meeting after confirming that she was no longer needed.

- In the discussion, Pranav, Jessica, Larkin, Dennis, Brittany, and Dana talked about Tonja's plan to promote deadly batch alerts at a conference. They discussed the need for a specific marketing plan, deliverables, follow-up after the conference, and the budget for Tonja's expenses.

- Pranav, Jessica, and Linda discussed the need to pull up the attorney's proposal. The team concluded that they didn't need most of the items proposed, except for the employee handbook. They considered taking up Linda's offer to write the handbook and employee policies, with Larkin suggesting that the lawyer review certain sensitive policies within it.

- Larkin, Pranav, Jessica, Dana, and Brittany discussed rotating meeting facilitators. They also mentioned upcoming events and expressed excitement about meeting in person.