

DONA International
Board of Directors Meeting
October 25 – 27, 2017
Minutes

1. Welcome, Roll call 9:00 AM

Present: Denise Bolds, Elena Carrillo, Johanna D’Aleo, Tonya Daniel, Karen Faulk, Melissa Harley, Yana Katzap-Nackman, Royah Khorsandi, HeatherGail Lovejoy, Ana Paula Markel, Kyndal May, Karen Palumbo, Ann Pollack, Virginia Rivenbark, Ravae Sinclair, Sherri Wilkerson

Staff Present: Michael Chan, Kristin Dube

Special Announcement: It was announced that Rachel Parris has resigned her position as Western Canada Region Director. Once Rachel announces her resignation to the SPARS in her region, we will work with Marketing/Public Relations Director with communicating to membership.

2. Past Meeting Minutes

2a. MOTION: To approve the March 30 Board of Directors Meeting Minutes.

Motion APPROVED.

2b. MOTION: To approve the August 16 Board of Directors Teleconference Minutes.

Motion APPROVED.

2c. MOTION: To approve the August 31 Board of Directors Teleconference Minutes.

Motion APPROVED.

2d. MOTION: To table approval of the September 12 Board of Directors Teleconference Minutes.

Motion APPROVED.

3. Nominations Update

4. Treasurer Report

5. Publications

5a. MOTION: To renew all DONA International Publications contracted employees for 2018. – Sherri Wilkerson

Motion APPROVED.

5b. MOTION: To approve a pay increase for the *DONA Doula Chronicles* blog manager to \$750/month for six blog posts. Any additional requested posts will be compensated at \$150/post. – Sherri Wilkerson

Motion APPROVED.

- 5c. **MOTION:** To approve complimentary conference registration for all DONA International Publications and Public Relations and Marketing contract employees at the discretion of each respective director. – Sherri Wilkerson

Motion APPROVED.

- 5d. Discussion on Board term lengths was held

6. **Committee documents**

- 6a. **MOTION:** To approve changes to the Committee Chairs and Members Gratuity Policy. – Virginia Rivenbark

Motion RESCINDED.

ACTION: Yana and Ravae to work together to revise.

- 6b. **MOTION:** To approve process for approval of committee chairs. – Virginia Rivenbark

Motion RESCINDED.

ACTION: Melissa and Ana Paula to work together to revise.

- 6c. **MOTION:** To approve committee structure. – Virginia Rivenbark

Motion RESCINDED.

- 6d. **MOTION:** To approve committee chair evaluation form. – Virginia Rivenbark

ACTION: Kyndal and Yana to work together to revise and work with Kim James to make electronic.

7. **MOTION:** To approve new Endorsement Policy. – Virginia Rivenbark

Motion RESCINDED.

ACTION: Kyndal to find a volunteer to lead an Ad Hoc committee
Need to have movement by December 1st
Sherri and Melissa to sit on committee

8. **PR and Marketing**

- 8a. **MOTION:** To approve renewing Social Media Contractor's contract for 2018 – Melissa Harley

Motion RESCINDED as the contract is already a renewing contract.

ACTION: Send Robin E. Weiss contract before end of year.

- 8b. **MOTION:** To roll the remaining budgetary funds from 2017 into the 2018 budget for a total of \$23,500 to make marketing video(s). – Melissa Harley

Motion APPROVED.

- 8c. **MOTION:** To approve the Informz email marketing template design implementation increase up to \$25,000. – Melissa Harley

Motion APPROVED.

- 8d. **MOTION:** To approve Tap Root to conduct a member survey/rebrand follow-up in 2018. – Melissa Harley

Motion APPROVED.

9. **Membership Director**

ACTION: Provide membership Director with length of membership breakdown

- 9a. **MOTION:** To change the name of SPAR to DONA Ambassador. – Yana Katzap-Nackman

Motion RESCINDED

10. **International Development**

ACTION: International Development Director to solicit bids/estimates for translations to put line item in budget

Elena to work with Ann Pollack and Michael Chan to discuss changes to the International Fee Group Index

- 10d. **MOTION:** To approve the birth doula workshop manual to be available to international trainees in an electronic format instead of a paper copy. – Elena Carrillo

Motion APPROVED.

11. **Education**

- 11a. **MOTION:** To increase the minimum requirement for application to the DONA International Trainer Candidacy Program and approve the new application. – Kyndal May

Motion APPROVED.

- 11b. **MOTION:** Increase the continuing education contact hours required for re-approval of DONA International approved doula trainers from 18 hours to 25 with at least 7 hours in teaching and training adults referred to here as “adult education”, obtained through conferences, retreats, workshops and/or webinars provided by DONA approved Trainer Mentors. – Kyndal May

Motion APPROVED.

- 11c. **MOTION:** To approve the revised trainer mentor job description. – Kyndal May

Motion APPROVED.

- 11d. **MOTION:** To name current and recently retired DONA International mentors “Charter Mentors” and name Penny Simkin and Phyllis Klaus “Emeritus Mentors”. – Kyndal May

Motion APPROVED.

ACTION: Kyndal to email the definition of “Charter Mentors”

- 11f. **MOTION:** To increase the DONA International In-person and Virtual Conference Speaker Fees. – Kyndal May

Increase in-person general session (or Keynote) speaker fee from \$1500.00 to 1800.00/90 min
Increase in-person concurrent session speaker fee from \$500.00 to 600.00/60 min.
Increase virtual conference general session speaker fee from \$750.00 to \$1000.00/ usually 90 min
Increase virtual conference concurrent session speaker fee from \$250.00 to \$500.00/60 min

Motion APPROVED.

- 11g. MOTION:** To offer a certification packet complimentary with DONA membership if purchased within 30 days of completion of a DONA doula workshop. – Kyndal May

MOTION to Amend: To offer a certification packet complimentary with DONA membership if purchased within 30 days of completion of a DONA doula workshop pending the approval of the recommendation from an Ad Hoc committee within 30 days.

Amended motion APPROVED.

- 11h. MOTION:** To approve budget for previously approved required ethics webinar (for recertification) to replace the requirement of the online business webinar. – Kyndal May
- 11j. MOTION:** To approve DONA Home Office staff (Bostrom) to take over receipt and filing of all trainer workshop evaluations and rosters and the processing of the annual reports and trainer re-approval. – Kyndal May

Motion APPROVED.

ACTION: Need to budget staff time

- 12. MOTION:** To approve the Doula Spirit Fund to be designated for conference registration at Early-bird rate. – Ann Pollack

Motion APPROVED.

ACTION: Monies collected from Office Depot affinity program will be allocated to the Spirit Fund.

13. Budget

14. Intercultural Director

- 14a. MOTION:** To add a military liaison to our leadership team as an advisor to the Board of Directors. – Ravae Sinclair

Motion APPROVED.

- 14b. MOTION:** To add demographic information to be an option for doulas to complete in the member portal to include in their “Find a Doula” listing. – Ravae Sinclair

Motion TABLED to investigate with IT.

- 14c. MOTION:** To add an LGBTQ liaison to our leadership team as an advisor to the Board of Directors in 2018 under the new Intercultural Director in accordance for review and implementation to represent DONA International in the best way possible. – Karen Faulk

Motion APPROVED.

15. Canada Director report

Adjourned 2:01 PM on 10/27/2017