

# Eclipse Club General Board Meeting Draft Minutes

Date: Jan 28, 2026 6:00 PM

Location: Randy Smith Middle School

ITEM	TOPIC	TIME
1.	<p><b>WELCOME/CALL TO ORDER ESC BOARD OF DIRECTORS MEETING</b>  <i>Meeting called to order at 6:05p</i></p>	1 min.
2.	<p><b>INTRODUCTIONS AND ROLL CALL:</b></p> <p><b>Board of Directors:</b>  <i>Allison Long, President;</i>  <i>Wayne Horine, ESC Registrar;</i>  <i>Sarah Nichols, Vice President;</i>  <i>David Powers, ESC Technical Director;</i>  <i>Sarah Huguet, Treasurer;</i>  <i>Keri Gelvin, Director;</i>  <i>Brett Parks, Director;</i>  <i>Bret Schiermann, Director;</i>  <i>Katrina Lemieux, Director;</i>  <i>Tina Buxbaum, Director.</i></p> <p><b>Additional Attendees:</b>  <i>Ashley Adamczak (2013 and 2016 Boys);</i>  <i>Ashley Ebenal (2014 and 2015 Boys);</i>  <i>Corwin Bassett (2013 Boy and 2016 Girl);</i>  <i>Ashton Hegelson (2013 and 2017 Girls);</i>  <i>Rob Aitken (09 Girl and 07 Boy);</i>  <i>Koen Aitken (player);</i>  <i>Jeanine McMahon (2012 Boy);</i>  <i>Quinn Willis (player);</i>  <i>Nelly Maldonado (2013 Girl and 2015 Boy).</i></p>	3min.
3.	<p><b>APPROVAL OF MEETING AGENDA AND PREVIOUS MEETING MINUTES:</b></p> <p><b><u>Previous Minutes</u></b>  <i>Katrina Lemieux - makes a motion to amend the previous minutes from 10-8-25.</i></p> <ul style="list-style-type: none"> <li>● <i>Amendments include:</i> <ol style="list-style-type: none"> <li>1. <i>Establish the Finance committee.</i></li> <li>2. <i>Add Brett to attendance</i></li> <li>3. <i>Gaming committee will create their report and send to the secretary</i></li> </ol> </li> </ul> <p><i>Allison Long - calls a motion to amend the previous final minutest from 10-8-25 according to Katrina's suggestions.</i></p> <p><i>Tina Buxbaum - moves to accept last quarters minutes according to the previous amendments that Katrina Lemieux suggested.</i></p> <p><i>Brett Parks - 2nds the motion.</i>  <i>Allison Long – acknowledges the motion has been accepted.</i></p> <p><b><u>New Agenda</u></b>  <i>Katrina Lemieux - motions to amend the agenda.</i></p> <p style="background-color: yellow;">1. <i>number 7 of the agenda, should be edited to a motion to discuss/</i></p>	1 min.

	<p><b>investigate FYSA merger.</b>  Tina Buxbaum - motions to approve agenda with new amendments  Brett Parks - seconds the motion.  Allison Long – acknowledges the motion has been accepted.</p>	
4.	<p><b>TREASURERS REPORT:</b>  <u>Treasurer Report and Acceptance of Financials</u>  Sarah Huguet, ESC Treasurer -</p> <ul style="list-style-type: none"> <li>● Treasurer reports that many of the BOD may not have received the financial reports.</li> <li>● Coaching pay came out after October 1<sup>st</sup>, 2025, after the 3<sup>rd</sup> fiscal quarter of 2025. <ul style="list-style-type: none"> <li>○ As a result of the delayed payroll, the club financials are we are reflecting a negative balance.</li> <li>○ The Treasurer explained that with the club accepting payment for membership 10 times per year, we are getting money at different times of the year rather than in one big chunk.</li> </ul> </li> </ul> <p><u>Comment:</u>  Katrina Lemieux – she suggested standardizing our procedures and distribution of agenda, minutes, financial.</p> <ul style="list-style-type: none"> <li>● Director comments that 48 hours is not enough time to review the information sent out.</li> <li>● <b>Requests at least seven days to review financials.</b></li> <li>● Also requests a summary of the financials that summarizes the spreadsheets and highlights information of importance (negative balances, deviations from the normal pay schedule, etc.).</li> </ul> <p>Sarah Huguet –</p> <ul style="list-style-type: none"> <li>● Treasurer explains that specific financials have never been sent out to the board.</li> <li>● Which reports would benefit the BOD?</li> <li>● Treasurer will work on giving a better picture of what is going on with our club financials, and acknowledges that a summary would be beneficial.</li> </ul>	10 min.
5.	<p><b>TECHNICAL DIRECTOR REPORT:</b></p> <p><b>1. Birth Year realignment overview and implementation plan.</b></p> <p>David Powers, Technical Director (TD)</p> <ul style="list-style-type: none"> <li>● New realignment for ESC will begin in August at try-outs.</li> <li>● TD presented a report that included birthdate cohorts for next season. <ul style="list-style-type: none"> <li>○ August birthdates will have a choice to stay with their current teams or move down.</li> </ul> </li> <li>● Purpose of the age change is to place players with their classmates and create greater player participation nationally.</li> </ul> <p>Allison Long, President</p> <ul style="list-style-type: none"> <li>● It was decided in the October BOD meeting to implement this plan at the next tryout in August.</li> <li>● Once a player is assigned to a team the player will be</li> </ul>	10 min.

- Grandfathered in, there will be no other opportunity to adjust.*
- *The TD will implement an individualized approach for other players that started school August-December. The final decision will be made by the TD and Coaches.*

*Comment:*

*Ashley Adamczak – Will Alaska Development Program (ADP) making the age change as well?*

*David Powers, TD – No.*

*Rob Aitken, AYSA Member at Large (MAL) – No, there has not been an age change for Alaska Development Program (ADP), yet.*

**2. 2026 Schedule.**

*David Powers, TD*

- *Team camp will be 6/22-6/26.*
  - *The plan is to run an evening session so the head coaches and assistant coaches can attend a session and observe the camp coaches.*
- *Advanced Academy (AA) and Premiere Academy (PA) teams will attend the morning sessions (8:30am-11:30am); the Junior High and High School teams will attend the afternoon sessions (1:00 pm - 4:00 pm).*

**3. Travel Plans (Club-wide tournament).**

*David Powers, TD*

- *Oswego Cup in July will be the club-wide tournament for the summer.*

*Comment:*

*Cory Bassett, Member – What were the other options for the club-wide tournament?*

*David Powers, TD – Crossfire 2026 Select in Redmond, WA was considered.*

*Alison Long, President - USA Cup was not considered because the club participates every other year due to the greater expense and time needed to attend this event.*

*Katrina Lamieux, Director – How was the tournament chosen?*

*David Powers, TD – The coaches voted on the tournament that was chosen.*

*Ashley Adamczak - What about teams that are scheduled to attend nationals during Oswego Cup?*

*David Powers, TD – I recommend you travel to Regionals and do not attend Oswego Cup.*

**4. Regular Coach meetings.**

*David Powers, TD*

- *The TD has been running monthly coach's meetings.*
- *These meetings will be heavy in coaching curriculum rather*

than administrative content.

- D License classes will be held this coming Spring, TBD.

Comments:

Alison Long, President - Who do we contact for exact dates for the D License Class?

Wayne Horine, Registrar – The registrar will contact Brian Lux for exact dates

**5. Coach Contracts / Coach Employment Agreement**

David Powers, TD

- This year's Coach Contracts were updated to include different levels of coaches, roles, assistant vs. head coaches.

Allison Long, President

- BOD contract committee worked to make administrative updates to these agreements so that comply with part-time employee status.

**6. Grassroots Update.**

David Powers TD

- Program continues to run well.
- Several players have been filtered into the ESC AA program.

**7. Girls program development efforts.**

David Powers, TD

- The TD added extra sessions to the girl's schedule to add value to the program because our numbers are down.
- New sessions:
  - Sports Psychology with Coach Alex at Life Sprout
  - Body Control Courses with TD
- TD reports that player attendance has been good and feedback has been positive.

Additional Comment:

David Powers, TD – A VEO camera was purchased to record games. TD is working on a plan to rent out the camera to teams.

Alison Long, President - The club plans to purchase an additional camera so we can accommodate more teams when multiple teams attend tournaments at the same time.

Brett Parks, Director - How do we plan to accommodate all teams at once?

Alison Long – We plan to remedy this issue by purchasing an additional device.

Corwin Bassett - When will the camera be made available?

Wayne Horine - It should be available by February.

McMahon - What is the cost for the VEO camera per team?

David Powers – We are working on establishing a cost for rental.

	<p><i>Sarah Huguet – Each team may want to consider a sponsorship to pay for your team’s Veo subscription.</i></p> <p><i>Alison Long - We are purchasing the Enterprise subscription; the second device will be a 5G device which we will need a MiFi in order to stream away from WIFI. We are considering seeking a sponsorship for a MiFi device.</i></p>	
6.	<p><b>Executive Committee Report</b></p> <p><b>1. Gym cost overview and discussion of facility rental/purchase.</b></p> <p><i>Alison Long, President</i></p> <ul style="list-style-type: none"> <li>● <i>Following the AGM in November a survey was sent out to the club regarding gym space</i></li> <li>● <i>At our last BOD meeting of 2025, Corwin Bassett reported that he attended the FNSBSD board meeting requesting that the borough might consider giving groups the ability to access gym spaces.</i></li> <li>● <i>City Hall issued an RFP to use the old city hall space, the mandatory walk through was missed on 1/6/26.</i></li> <li>● <i>Eielson AFB is another space that may be available.</i></li> <li>● <i>FTWW field house could be available by 2027.</i></li> <li>● <i>The club has not made much progress securing additional space at this point.</i></li> </ul> <p><i>Motion: Brett Parks moves to reorder the public comment session of this meeting.</i></p> <p><i>Seconds: Tina Bauxbaum seconds the motion.</i></p> <p><i>Alison Long, President – Acknowledges that the motion was passed.</i></p> <p><i>See No. 9, Public Comment</i></p> <p><b>2. P&amp;P Review: Separate document to discuss changes align with the ESC Bylaws.</b></p> <p><i>Alison Long, President</i></p> <ul style="list-style-type: none"> <li>● <i>For timing reasons, and due to the reorder of Public Comment, we will table this subject till the next board meeting.</i></li> </ul> <p><b>3. Club Communication:</b></p> <p style="padding-left: 40px;"><b>a. Newsletter- How to gain input</b></p> <p><i>Alison Long, President</i></p> <ul style="list-style-type: none"> <li>● <i>The executive committee is working on a quarterly newsletter.</i></li> <li>● <i>We plan to create a google sheets for newsletter suggestions.</i></li> <li>● <i>Sarah Nichols has volunteered to format the newsletter.</i></li> </ul> <p><u><i>Comments:</i></u></p> <p><i>Brett Parks, Director - Is this a comprehensive document?</i></p>	5-10 min.

Alison Long, President - No, we have specifically stated in the newsletter that you still need to read email and use SportsEngine.

**b. Social media - Summer time intern?**

Alison Long, President

- The executive committee has suggested that we have a student intern to help with this task.

4. TD and Registrar Contracts- Completed in December. Follow up during Executive Session at end of meeting.

Alison Long, President

- The new employment Agreements included metrics for reviewing an employee's performance.
- Includes:
  - Key Performance Indicators (TDIs) and employee reviews.

5. Discussion: Executive Committee Eclipse fee offset as a way to appeal to more volunteers.

Alison Long, President

- Executive Committee is suggesting that the BOD consider some compensation, a few registration waivers for volunteers to Executive Board.
- It may be an incentive to get more folks involved in the board.
- It has been discussed with our legal counsel, the Foraker group, the verified that there is no conflict of interest, and that it is legal for the club to offset fees or expenses.
- Foraker group said many groups do this.
- The President suggested that perhaps the incentive does not happen this term, perhaps the next group of executives benefits from this initiative.

**a. Potential solutions:**

**\$10k (or other amount) total to be split between positions).**

- 'X' number of fee waivers per position.
  - Consider President/Treasurer have more work than Sec/VP.
- Foraker Group supports the action and provided feedback that there is no rule against this type of volunteer acknowledgement.

Comments:

Katrina Lemieux, Director

- Suggested that the club compensate managers and other team volunteers as well.

Brett Parks, Director

- Suggested that we hire an additional employee to take care of some of these additional tasks.

	<ul style="list-style-type: none"> <li>• Director has concerns about the optics to the rest of the club.</li> </ul> <p><i>Katrina Lemieux, Director</i></p> <ul style="list-style-type: none"> <li>• Suggested a committee to look into the details.</li> </ul> <p><i>Corwin Bassett, ESC Parent</i></p> <ul style="list-style-type: none"> <li>• Suggested that an incentivized person that has an interest in the club is going to be a better person for handling tasks.</li> </ul> <p><i>Rob Aitken, AYSA MAL</i></p> <ul style="list-style-type: none"> <li>• Agrees that the compensation in the form of a fee waiver is a great idea.</li> <li>• It is important to consider how this will impact our finances.</li> </ul> <p><i>Brett Parks, Director</i></p> <ul style="list-style-type: none"> <li>• Suggests assigning the incentive to specific roles</li> </ul> <p><i>Tina Bauxbaum, Director</i></p> <ul style="list-style-type: none"> <li>• Suggests assigning a monetary amount to the role, so as fees adjust the role is still receiving the same incentive.</li> </ul> <p><i>Sarah Nichols, Vice President</i></p> <ul style="list-style-type: none"> <li>• How would the merger benefit us with this workload?</li> </ul> <p><i>Wayne Horine, Registrar</i></p> <ul style="list-style-type: none"> <li>• FYSA executive director and the FYSA treasurer would essentially take over many of the ESC treasury duties.</li> <li>• FYSA is ready to move forward with merger discussions.</li> </ul> <p><i>Alison Long, President</i></p> <ul style="list-style-type: none"> <li>• Suggested that the board table this discussion till the next meeting.</li> <li>• Emphasize that the board needs to address this subject prior to the merger.</li> </ul> <p><i>Rob Aitken, AYSA MAL</i></p> <ul style="list-style-type: none"> <li>• Suggested that as long as these are volunteer roles, they get this compensation</li> <li>• It is a good to approve this initiative sooner than later.</li> </ul> <p><i>Alison Long</i></p> <ul style="list-style-type: none"> <li>• President reminded the BOD that language is included in the ESC policies and procedure to advocate for a manger fee waiver/incentive.</li> </ul>	
7.	<p><b>OTHER COMMITTEE REPORTS:</b></p> <p><b>AYSA Report</b></p> <p><i>Robert Aitken, AYSA MAL</i></p> <ul style="list-style-type: none"> <li>• AYSA is pushing for additional training for coaches.</li> <li>• AYSA is currently discussing state tournaments, regionals, nationals</li> <li>• AYSA BOD was conducting their board meeting today.</li> </ul> <p><u>Comments:</u> <i>Wayne Horine, FYSA Executive Director</i></p>	5 minutes

- We had one winner this year. Elena Wells won the young referee award.

### **Gaming Report-**

*Katrina Lemieux, Director, Gaming Committee Chairman*

- 2024 Lotto Alaska distribution and a portion of the 2025 distribution were used to pay the \$25,000 FYSA summer field fees (19,221.44 and 5778.56, respectively). A thank you to Lotto Alaska will be included in our first newsletter.
- Annual gaming permit has been renewed.
- Contract with Lotto Alaska has been renewed.
- Gaming procedure documents have been reviewed and final updated versions are expected to be posted to the Eclipse website by 2/8. One main change is the committee reverting to the former procedure of charging teams a \$100 fee to use the gaming permit to help cover administrative costs, such as the SOA annual permit renewal fee and the annual fee/percent of gaming paid to the State.
- Q4 and Annual reporting to the State are upcoming action items for the committee.

#### Comment:

*Katrina Lemieux, Director*

- Recommends that committee summaries should be sent to the Secretary in advance.
- Beneficial to ensure all relevant content is included.
- Requests that registrar make a, "Call out, thank you", to lotto AK.

*Nelly Maldonado, Member - Can you please refer me to the document that outlines how we can use the money earned by our team during our fundraiser?*

*Katrina Lemieux, Director - reach out to me and I will provide you with the docs and answer questions you might have.*

### **FYSA Merger**

*Alison Long, President*

- Merger- Recently approved at AGM.
- President notified BOD that the executive committee will send out a survey requesting individuals to be a part of this committee.

#### Comment:

*Katrina Lemieux, Director*

- Recommends the board sets a deadline for all the committees, March 1.
- We could add that there is a merger survey out at the managers/treasurers meeting.

### **AYSA Positions**

*Alison Long, President*

- Chris Willis has asked to step down as the AYSA, FBX commissioner position.
- Rob Aiken has agreed to step into that position.
- Roseann Dameron has volunteered to step into the MAL position.

#### Comments:

*Nelly Maldonado, Member*

	<ul style="list-style-type: none"> <li>● <i>When will the AYSA push the changes they have in mind for state cup?</i> Rob Aitken, AYSA MAL</li> <li>● <i>They will push the BOD minutes out as soon as possible.</i></li> <li>● <i>The age change will not affect this year's state cup.</i></li> </ul> <p>Nelly Maldonado, Member</p> <ul style="list-style-type: none"> <li>● <i>What about state cup age groups?</i></li> </ul> <p>David Powers, TD</p> <ul style="list-style-type: none"> <li>● <i>State cup will be school grade year.</i></li> </ul> <p>Ashley Adamczak, Member</p> <ul style="list-style-type: none"> <li>● <i>Could we potentially have a state cup in August and then in April as well?</i></li> </ul> <p>Rob Aitken, AYSA MAL</p> <ul style="list-style-type: none"> <li>● <i>That is the issue</i> <ul style="list-style-type: none"> <li>○ <i>all the 48 states have their state cup in April/May.</i></li> </ul> </li> </ul> <p>Nelly Maldonado, Member</p> <ul style="list-style-type: none"> <li>● <i>What will happen at this state cup?</i></li> </ul> <p>David Powers, TD</p> <ul style="list-style-type: none"> <li>● <i>We will not make our age change till August after try-outs</i></li> </ul> <p>Sarah Huguet, Treasurer</p> <ul style="list-style-type: none"> <li>● <i>Two-year groupings/cohorts' kind of insulate us.</i></li> </ul> <p>Alison Long, President</p> <ul style="list-style-type: none"> <li>● <b>We will send out the AYSA report as soon as it becomes available.</b></li> </ul>	
8.	<p>Action Items:</p> <ol style="list-style-type: none"> <li>1. <b>Election : AYSA MAL position and Fairbanks Commissioner position ; two ESC MAL positions.</b> <ol style="list-style-type: none"> <li>a. AYSA MAL and Fairbanks Commissioner</li> </ol> <p>Alison Long, President - Asks for a motion to elect Rob Aiken (for Fairbanks Commissioner) and Roseann Dameron (for MAL) for AYSA positions.</p> <p><b>Motion:</b> Brett Parks, Director - Calls a motion to batch vote for all four open positions:</p> <ol style="list-style-type: none"> <li>1. AYSA Commissioner: Rob Aiken</li> <li>2. AYSA Member at Large: Roseanne Dameron</li> <li>3. ESC Member at Large: Corwin Bassett (through November 2026)</li> <li>4. ESC Member at Large: Ashley Ebenal (through November 2027)</li> </ol> <p><b>Second:</b> Bret Schierman, Director – Seconded the motion.</p> <p>Alison Long, President - Acknowledges that the batch motions have passed.</p> <p><u>Comment:</u></p> <p>Brett Parks, Director</p> <ul style="list-style-type: none"> <li>● <i>Suggest that the board asks Chris Willis to help Rob and Roseanne transition to their new positions.</i></li> </ul> </li> <li>2. <b>Discussion:</b></li> <li>3. <b>Regular BOD meeting times- Tentatively 2nd Wednesday (Apr, Jul, Oct), 6-8pm.</b> <ol style="list-style-type: none"> <li>a. <b>Next AGM date- Tentatively set</b></li> </ol> </li> </ol> <p>Alison Long, President</p> <ul style="list-style-type: none"> <li>● <i>Notifies the BOD that an email will be sent out to confirm our next meeting date and time.</i></li> </ul>	10 min.

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**Public Comment**

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*Kohen Aitken, ESC 2007B*

- *The ESC United Premiere Soccer League (UPSL) team finished second this past year in the adult league.*
- *The ESC UPSL league is requesting that the BOD consider extending the current age cut- off of a 2005 birth year.*
- *If the program is continuing this year (2026), would the club consider extending the UPSL eligibility to include all college age students?*
- *Purpose of this request:*
  - *If the age cut-off is extended, many local players would choose to stay in Fairbanks with ESC UPSL rather than travel to Anchorage.*
  - *Recent grads of the ESC high school program (younger players) would like to play against older players.*
  - *Playing against older players forces you to work harder and is very similar to the collegiate competition.*

*Alison Long, President*

- *ESC has an age limit because we are a youth soccer club, and UPSL is an adult league.*
- *We made the age range based on what we felt appropriate last year when we first implemented the team into ESC.*
- *What range are you proposing?*

*Koen Aitken*

- *Would like the range to include years of college.*
- *We propose all college years because there is potential for red shirting. We would also like to suggest that all players have to be an eclipse alumni.*

*David Powers, TD - If the age range is extended too long there is a potential for displacing the younger players the more, we extend the age limit.*

*Tina Bauxbaum - Are we seeing that younger players are being pushed out at this point?*

*Koen Aitken - We suggest that those in college or planning to play in college should be prioritized over those that don't play in college or plan to play in college.*

- *The physicality is essential to development. The ESC UPSL team needs some of those older guys to even the playing field.*

*Sarah Huguet, Treasurer -Do we have the ability to register more than one team?*

*Wayne Hornine, Registrar - Last year we did not have the numbers to field two teams, rosters varied each week.*

*Alison Long, President - What are the specifics? What is the*

registration deadline?

Wayne Horine, Registrar - Last year 28 guys registered, 22 rostered. This year's Registration was in December 2025, but has been extended. The league currently includes Rush, Cook Inlet, Fairbanks Soccer Club, and ESC would be the 4<sup>th</sup> team. The league will occur if there are at least five teams. Ice Men of Eielson dropped off this year.

Alison Long, President - ESC UPSL is happening based on the survey the club sent out in November. We need to consider our players that may not be the Division II or Division I players. What is the current age cut off?

Tina Bauxbaum, Director - **I would like to see the survey.** Do we need to even consider older players?

Wayne Horine - We have 23 interested now.

Koen Aitken, Player - We feel UPSL would be most beneficial in the years between sophomore and junior year when young players are starting to play more.

Rob Aitken, AYSA MAL (UPS� player's parent) - Extending the age range benefits the club in that the older college players are bringing college knowledge to the younger players.

David Powers, TD - We are not opposed to considering this.

Alison Long - **Let us come to a final age out parameter by April at our next BOD meeting.** Things to consider for your age parameter extension proposal:

- What age ranges are you suggesting?
- What are the constraints?
- Do they need to be enrolled in a college program?
- Do they need to be ESC alumni?
- Can it include the lower age groups as well.

**Alison Long - We will table this till our next meeting in April**

**Katrina Lemieux, Director – To HS Boys, please bring your proposal to the board by March 25<sup>th</sup>.**

Alison Long, President

- Excused the High School boys from the meeting.
- Proposed moving the meeting back to executive report.

**Additional Comments:**

Katrina Lamieux, Director

- Suggests the BOD manages our work that we complete at the board level and accomplish our great idea.
- Suggests:
  - Draft minutes within 30 days of the meeting
  - A list of action items sent to committees a week following the minutes.
  - Have committee summaries to Secretary at least a week prior to the actual meeting.

	<ul style="list-style-type: none"> <li>● <i>Katrina will send out the old business that she found in her previous board notes.</i></li> <li>● <i>Girls team committee be added to the new business</i> <ul style="list-style-type: none"> <li>○ <i>Suggests purchasing a booth at the woman’s affair; it cost \$350 for a booth at the women’s affair.</i></li> </ul> </li> </ul> <p><i>Agenda &amp; Action Items Recommendations</i></p> <ul style="list-style-type: none"> <li>● <i>Define all acronyms in agendas/all circulated documents.</i></li> <li>● <i>Revise the agenda template to include Old Business and New Business sections.</i></li> <li>● <i>Add to Old Business (these are just some of the ones I encountered during my meeting prep):</i> <ul style="list-style-type: none"> <li>○ <i>Club calendar development. (I am planning to continue helping with this, BTW)</i></li> <li>○ <i>Create a list of support roles needed at the club.</i></li> <li>○ <i>Development of Athlete Talks sessions featuring women role models.</i></li> <li>○ <i>ESC President coordination with other organizations to develop a consolidated statement-provide status update</i></li> </ul> </li> </ul> <p><i>Board Documentation Practices-the timelines are suggestions but I think most are reasonable to keep us on top of things but not inundated.</i></p> <ul style="list-style-type: none"> <li>● <i>Summary “Action Items” list with deadlines and responsible parties should be circulated to the BOD within 7 days following each meeting.</i></li> <li>● <i>Draft minutes should be distributed to the BOD for review within 30 days of each meeting, with comment due back within 14 days thereafter.</i></li> <li>● <i>Agendas and all supporting documents should be transmitted to the BOD at least 7 days prior to meetings to allow for meaningful review and informed voting.</i></li> </ul> <p><i>Committee Reporting &amp; Communication</i></p> <ul style="list-style-type: none"> <li>● <i>Committee summaries should be requested by, and submitted to, the Secretary a designated number of days prior to the next BOD meeting. DEFINE THIS:14/10 days, respectively?</i></li> <li>● <i>These Committee summaries should be read at the meeting by the committee lead/designee (or secretary if committee members not present).</i></li> <li>● <i>Any additional related discussion should be captured by the Secretary in the minutes.</i></li> </ul> <p><b>Meeting closure</b></p>	
10.	<b>Executive Session- Not open to the public See Executive Session Notes</b>	30 min

11.	<b>Adjourn. And enter executive session:</b> <b>Next meeting Date Wednesday April 8th, 6-8pm</b> <i>Alison Long, President - asks for a motion to conclude the meeting.</i> <b>Motion:</b> <i>Brett Parks, Director - motions to close the meeting.</i> <b>Seconded:</b> <i>Cyndi Jaffa, Secretary - seconds the motion.</i> <b>Meeting Adjourned at 7:58p.</b>	1 min
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