

## **Etudes Board of Directors Meeting Minutes**

Date: May 1, 2015

Location: Redwood City, Ca

Meeting called to order at 12:11pm by Chair, Eric Ichon.

### 1. Roll Call

Eric Ichon, Chair – present

Jon Townsend, Vice-Chair – present

Jennifer Azzaro, Secretary – present

Michael Carter – present

Matt Coombs – present

Margie White – absent

Vivie Sinou, Executive Director – present

### 2. Reading of the Minutes of the preceding meeting

November 5, 2014 Minutes approved as read.

### 3. Reports of Committees

Marketing Committee – reported by Eric Ichon

Invitations will be extended for new committee members.

The Board discussed different methods of marketing to new users.

### 4. Reports of Officers & Executive Director

#### 4.1. Financial Report – reported by Vivie Sinou

The Board was presented with the current status of membership contracts.

Etudes expects to have 20% of its operating budget in reserves by the end of June 2015.

#### 4.2. Etudes Production – reported by Vivie Sinou

Production is running smoothly.

Etudes servers were upgraded with more memory in Winter 2014-15.

#### 4.3. Software Development – reported by Vivie Sinou

Work is underway on a new User Interface, grading rubrics and peer reviews.

Development has been completed on:

- word count
- an audio recording feature
- a new Gradebook tool
  - undergoing QA in preparation for release in Summer 2015

The Executive Director has scheduled several visits to demo the new Gradebook to member colleges.

The Board discussed texting and social media integration.

#### 4.4. Community Update – reported by Vivie Sinou

Nothing to report.

#### 4.5. Other Operational – reported by Vivie Sinou

Nothing to report.

### 5. Old and Unfinished Business

None.

### 6. New Business

#### 6.1. Summit 2015 Board Award

The Board selected the recipient of the 2015 Board Award.

#### 6.2. Etudes Handbook (holiday adjustments)

The printed Holiday Schedule was distributed by the Executive Director.

It was moved, seconded and approved that language be added to the handbook stating that part-time employees will modify their schedule so they are working the appropriate number of holidays.

#### 6.3. Employee Compensation – Salary and Benefits

Report out of Executive Session: The Board unanimously approved a May 2015 bonus for employees.

The Board asked that employees be informed this is a one-time bonus in lieu of a COLA and is subject to change in the future.

#### 6.4. Bylaws – Revisions

The Board read and discussed the following changes, to be voted on at the next meeting:

Page 2: 4.1(b) : change “specified” to “approved”.

Article 11: Publications: change “Board will prepare an annual report of activities” to, “Executive Director will prepare an annual report of activities”.

The Board discussed use of the language “open source” as well as the Executive Director job description.

#### 6.5. Board Memberships

Jennifer Azzaro and Matt Coombs were renewed by the Board for second terms beginning October 2015. Both members accepted.

Margie White will leave the Board at the end of her term in October 2015.

The Board discussed putting out a call for nominations to address upcoming vacancies.

The Board agreed to appoint a Treasurer in Fall 2015.

#### 6.6. OEI Update

The Board discussed the current status of the Online Education Initiative.

#### 6.7. Strategic Directions

Possible marketing opportunities were explored under Item #3: Reports of Committees / Marketing Committee.

### 7. Adjournments

Meeting adjourned at 3:11pm by Chair, Eric Ichon.

#### 7.1 Next Meeting Date and Location

Oct 28, 2015, 1:00pm, Bay Area.