



**williamssyndrome**  
ASSOCIATION

Board of Trustees Meeting  
February 11, 2019  
Video Conference Call (Zoom)

**Board members present:** Jocelyn Krebs, Cyndra Cole, Stella Beard, Scott Ottenheimer, Sarah Giddings, Melissa Murphy, Matthew Bartow, Judy Van Handel, Ryan Cordry, Marella Holmes, Tara Momplaisir, Maegan Miller, Marty Levinson, Alex Streit.

**Board members absent:** Laurel Rossi

**Staff present:** Terry Monkaba and Kalyn Frame

Meeting was called to order at 8:07 pm EST by Jocelyn Krebs, President.

### **Agenda**

1. **Welcome and Introductions:** Jocelyn welcomed everyone to the call and everyone did introductions. New Development Director Kalyn Frame was also on the call.
2. **Minutes from the January 24, 2019 Board Meeting:** Marty Levinson Matt made a motion to approve the minutes with corrected typos as mentioned. Melissa Murphy 2<sup>nd</sup> the motion and passed.
3. **Old Business:**
  - a. *Approval of Board Manual* – The revised WSA Board Manual was reviewed and it was noted that this document can be revised as needed. One change noted was the financial contribution of board members from \$750 to \$1000 either through direct giving or fundraising. It states as follows:

“Making a financial contribution at a recommended level of \$1000 either through direct giving or fundraising. There is also mandatory participation in the annual appeal at any level: 100% Board participation is essential. Trustees may also contribute by not seeking reimbursement for Board expenses, but only if receipts are submitted to the WSA in a timely fashion after such expenses are incurred (within 45 days). Board members with WS have a particular responsibility to share their unique perspectives and act as ambassadors for the community; they are not expected to contribute at the recommended level above, but they (or their families on their behalf) are asked to participate in the annual appeal at any level.”

Following discussion, Matt Barlow made a motion to accept the revised manual as submitted. Alex Streit 2<sup>nd</sup> the motion and passed.

- b. *Board self-evaluation summary* – Jocelyn went over the results of the Board self-evaluation summary with the Board.

#### 4. Reports:

**Executive Director Update:** Terry was excited to announce that Kalyn is on board and is ready to get started. Terry, Jocelyn and Cyndra had a great time in New Orleans at the RC workshop. It was great to spend time with the RC's and they were excited to see the Strategic Plan first and give their input. 18 RC's were in attendance in New Orleans. Terry thought it would be a good idea for Board Members to rotate attending the workshop in the future so the RC's can get to know all the Board Members. Terry asked for input on what to provide at the NHI Heart and Soul meeting during the awards presentation. Terry would like to hand out certificates but would like input from the Research Committee. Terry asked reminded the Board for suggestions for camp locations. She will email the Board what the camp needs to are.

**Development Director Update:** Kalyn announced how excited she is to be a part of the WSA staff and can't wait to get started in her new position.

**Member Support Committee:** Sara Giddings reported that committee members met on Thursday, February 7, 2019. Committee members went over the assignments from the Strategic Plan that Jocelyn submitted in the Board packet.

**Development Committee:** Cyndra reported that the committee met following the last Board call in January. Discussion occurred regarding non-members joining committee. More information will be discussed at the face to face meeting in April.

The following committees have not met as of today's call: Research, Finance, Nominating and Succession Planning Workgroup.

#### 5. New Business

- a. Transformation to Competitive Employment Act – Due to time, Melissa will email this information to the Board following the call.

#### 6. Action Items before next meeting scheduled for March 11, 2019:

- a. Set 2-3 SMART goals per committee/workgroup (Committee Chairs)
- b. Provide bio and photo for website to Laurie F. (All Board Members)

Our next face to face Board Meeting is scheduled for April 26-27 in Troy, Michigan.

There being no further business, the meeting was adjourned at 9:06 pm (EST). The Board then went into Executive Session.

Respectfully submitted,

Stella Beard  
WSA Board Secretary