

Board Members	Present	Chair Stephen Jeanetta, Vice Chair Daniel Kahl, Treasurer Lionel “Bo” Beaulieu, Executive Director Tammy Baxter, James Calvin, Kelsey Davis, Sarah Hultine-Massengale, Todd Johnson, Tanner C. Knorr, Neil Linscheid, Kathleen Lopez
	Regrets	Secretary Wilson Majee
	Absent	
CDS Members and Guests		
Minutes Recorded By		Executive Director Tammy Baxter
Meeting Called to Order		By Chair Stephen Jeanetta at 1:04 pm CT- USA

I. Opening Items

A. Meeting Call to Order

- By Chair Stephen Jeanetta at 1:04 pm CT- USA

II. Reports and Updates and Presentation

A. Chair

- No updates to report as they will be presented in other agenda items.

B. Committee & Working Group Updates

1. Governance Committee Updates

- Board Director Massengale on behalf of the Governance Committee discussed the need to update the POG (Policies and Operational Guidelines) before the annual meeting in July.
- They decided to delegate the task to the respective committees, with the Governance Committee overseeing the process.
- The committees were expected to provide their suggestions by March.
- Chair Jeanetta raised concerns about outdated sections in the POG, which needed to be updated to reflect the changes in their working methods.

2. Membership Committee (MC) Update

a. General Updates

- MC Chair Lopez discussed the upcoming webinar to disseminate survey results, aiming for a discussion format rather than a one-way presentation.
- She also mentioned ongoing website improvements.
- The MC is looking at potential revitalization of international efforts.

b. International Student Chapter Collective (ISCC) Updates

- Board Director Knorr presented the final version of the proposal for the International Student Chapter Collective, which was unanimously approved by the CDS Board.
- Moved by Linscheid
- Second by Lopez

- B. Ratify November 11, 2024 Board Meeting Minutes
- The November 11, 2024 board meeting minutes were ratified after the ISCC final proposal voting item
 - Moved by Linscheid
 - Seconded by Calvin
 - CARRIED
3. Programs Committee Updates
- Program Committee Co-Chairs Linscheid and Hultine-Massengale sent email soliciting for committee members; there will be an orientation either January 7th or 9th
 - There is progress for the call for proposals, including the review of early submissions and the deadline for regular submissions. Also mentioned was the possibility of extending the deadline for regular submissions if there aren't enough proposals.
 - Program Committee Co-Chair Linscheid led a discussion about the potential of holding the 2026 CDS Conference in South Africa. Board discussed the need for more information to make a thoughtful decision, including the possibility of a hybrid conference to increase participation. Some concerns included student participation, financial concerns, conference costs and potential attendance. Executive Director Baxter suggested a stronger push for membership and a survey of current members; an update will be provided after the meeting with Cornel Hart.
- C. Treasurer Report
1. Financial Report as of October 31, 2024 – Voting Item
 - Treasurer Beaulieu presented the financial report for the period ending October 31, 2024, highlighting three key points: the revised 2025 CDS budget, the work on the Diversity Fund, and the tight finances. He noted that the budget is tight and that they have transferred funds from their savings and the Strategic Initiative fund. The Board needs to ensure they have funds to support potential short-term expenses in January.
 - Executive Director Baxter provided a revised payables forecasting, indicating a potential deficit of \$12,600. A suggestion was provided of temporarily taking funds from the Strategic Initiative fund to cover the deficit. The need for long-term financial stability and suggested aggressive grant-seeking was emphasized by Treasurer Beaulieu. Board Director.
 - Other feedback included revenue needed for stabilization and growth and the need to increase membership and generate additional revenue.
 - Treasurer Beaulieu proposed expanding engagement with individuals and organizations that have not been part of CDS in the past, suggesting a potential collaboration with NACDEP.
 - The creation of a committee or task force dedicated to finding grants and external funding opportunities was proposed. James agreed to work with Ron Hustedde and others on this initiative.

- The board also discussed the 2025 budget proposal, which showed a net gain of about \$30,000.
- The board discussed the importance of conference sponsorships and fundraising, highlighting a \$30,000 potential revenue from conference sponsorships and a \$10,000 target for end of year donations. The importance of 100% board participation in fundraising, suggesting a minimum contribution of \$20.
- Treasurer Beaulieu met with the Stewardship Committee and proposed changes to the diversity fund, including adding the word "student" to the eligibility criteria and introducing a \$750 scholarship for the CDS Annual Conference.
- The organization had a \$5,000 goal for a giving day, but only raised \$650. The End of Year Campaign was also discussed, with some donations received. The organization also received a \$4,100 donation from the Carey family and some from the educational fund. The need for a robust database and grant funding was emphasized.
- The board approved the treasurer's report.
- The board approved the funds transfer request of \$13,000.00 from the Strategic Initiative Funds to the operations checking account
- The board approved the 2025 budget
- The board approved the Diversity Fund POG revisions
- Motion to Approve the Treasurer Report for period ending October 31, 2024
- Moved by Kahl
- Seconded by Calvin
- CARRIED
- 2. Funds Transfer Request (Voting Item)
 - Motion to Approve Funds Transfer Request
 - Moved by Linscheid
 - Seconded by Hultine-Massengale
 - CARRIED
- 3. FY2025 Budget (Voting Item)
 - Motion to Approve the FY2025 CDS Budget
 - Moved by Lopez
 - Seconded by Hultine-Massengale
 - CARRIED
- 4. Diversity Fund POG Revisions (Voting Item)
 - Motion to Approve the Revisions to the Diversity Fund POG Section
 - Moved by Kahl
 - Seconded by Calvin
 - Carried

D. Executive Director Updates

- Executive Director Baxter discussed her ongoing work with an IT/website consultant who is providing in-kind services to the organization. The consultant is assisting with website issues and the job board, with the goal of launching the job board in January
- The board also discussed the need for more presenters for the upcoming conference to meet attendance and revenue goals.

III. Closing and Adjournment

A. Other Brief Updates/Proposals

- none

B. Motion to Adjourn

5. Adjourned at 2:29 pm EST
6. Moved by Beaulieu
7. Seconded by Kahl
8. CARRIED