



Board Meeting Minutes

November 29th, 2022

Note Taker: Nicolle Hansen

Participants:

Voting Board Member: Franklin Roberts, Myk Herndon, Paul Tannahill, Emily Dray, & Doug Bragg

EVA Academic Team Members: Jamie Stiles, Rebecca Chitkowski, Caitlin Klenz, Mindy Kramer, Stephanie Martin, Leanne Moll, & Ashley Smithey

[Meeting Recording](#)

Call to Order at 6:32 PM

Agenda Item: Approval of Agenda	
Discussion: No changes were made, the agenda was approved as written.	

Agenda Item: Communications – Public Comments
Discussion: No sign ups for public comments.

Agenda Item: Technology Updates / New Board Email Addresses
Discussion: Franklin Roberts states that the board now has their Evergreen Board email account and is working with David Spitzer to migrate information to the new domain. When David is completed with fixing technical issues, he will reach out to board members individually so they can log in with their new credentials. David shares that the transition to the new system has worked, and the overall ticket volume that SpitzerTech had during the last couple of weeks has dropped about 90%. David and his team are thankful for the hard work everyone has been doing on the EVA side.

Agenda Item: OSBA Conference Recap
Discussion: Paul Tannahill shares that one of the most interesting workshops was one that had to do with the legal aspect of board meetings. He adds that there were outstanding keynote speakers as well. Myk Herndon shares that there were some really interesting topics that were discussed, such as political trends. Myk and his friend, Richard Donovan, talked about how the Student Success Act and funding education is disappearing in that it's almost no longer being brought up as one of the top important topics in the state of Oregon.

Agenda Item: Plan for January Board Face to Face Meeting
Discussion: Franklin Roberts states that the meeting in January will be on a Saturday; he will send an email communication regarding a date and location. Franklin and Jamie discuss the leadership team being involved in the face to face meeting. Franklin would like the leadership team to participate, as it would be a good opportunity for everyone to get together.
Agenda Item: Audit Report Questionnaire & Presentation
Discussion: Franklin, Myk, and Paul will be filling out the audit questionnaire. Franklin states that the brand new board members may choose to opt out. Conor Delaney explains the intent of the questionnaire is to give every individual board member the chance to provide feedback if they want to. Franklin and Conor briefly explain what information is involved for the audit: Conor and his team look at EVA's financials, whether procedures in place were followed, recording transactions, and verification of cash value and cash balances. Conor shares his presentation and gives an overview of each section of the final audit report.
Agenda Item: Finance Report
Discussion: Hallie Puncochar shares an overview of EVA's Finance Report and Budget for October 2022.
Agenda Item: Executive Director Report and Transition Update
Discussion: Jamie Stiles shares her ED Report for November 2022 and talks about the transition from ORVA to EVA.
Agenda Item: Consent Items for Approval – Previous Meeting Minutes
Discussion: Items for approval consist of meeting minutes from October: 10-11-22 board work session, 10-20-22 special board session, the 10-24-22 special session, and 10-25-22 regular board meeting.
Action: Myk Herndon makes a motion to approve the previous meeting minutes from 10-11, 10-20, 10-24, & 10-25. Paul Tannahill seconds this motion. All were in favor with none opposed. The motion passes.

Meeting adjourned at 8:14 PM