

**Suzuki Association of the Americas**  
**Board of Directors Meeting**  
**December 16, 2020**

Board Members	Staff	Guests
<b>Present:</b> Beth Cantrell, Chair Esther Fellows, Secretary Mary Halverson Waldo MaryLou Roberts Daniel de Lima Kerri Williams Trina Hodgson Winifred Crock Michelle Diggs Bruce Walker	<b>Absent:</b>	<b>Present:</b> Bill Charney Tom Keyse

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1	Call to Order/Attendance (4.8.1), Board Chair's Welcome/Remarks	The meeting was called to order at 1:03 p.m. EST on <b>December 16, 2020</b> , by Chair Beth Cantrell.		
2	Approval of Agenda (4.5)		Daniel moved and MaryLou seconded. Agenda approved.	
3	Approval of Minutes		Kerri moved and	

	12.9.20		Michelle seconded. Minutes approved.	
4	Review Committee assignments	BoD reviewed the Committee assignments.	Bruce moved, Winifred seconded. Committee assignment approved.	
5	Board response to 33 trainers—Reports from MLR, MHW, EF, BC Park Benching/Any interested trainers Objective: Motion to proceed with this in January, 2021	Reports from BoD trainers and discussion.	Michelle moves that we allow the linkage committee to develop a communications plan and communicate it to the Board sometime in January. Esther seconded. Motion approved.	
6	Update on survey	Pam gave update. 1,033 responses. 350+ was hoped for our organization. It is 3 times the response level that we needed for a reflection on general views of our organization. Analyzing will be a massive amount to review, so it will take some time to give an assessment, as per Bill. The Board will		

		respond to the assessment.		
7	Posting of Minutes/Frequency/with Agendas? Objective: resolution and motion	Discussion about frequency of posting, posting agenda— Agenda is actually enclosed in the minutes. Minutes are for what actually takes place in the BoD meeting. Frequency? Weekly, monthly, quarterly, etc. What will be the actual posting place for it?	Mary Halverson Waldo moved that we post the minutes by the end of the subsequent month after the meeting was held. Winifred seconded. Motion approved.	
8	Policy Review (Policy Review Task Force with Bill and Tom)		Beth moved to approve the draft Policy 4.9: <i>Board Size, Nominations, Elections and Terms</i> , as drafted and presented. MaryLou seconded. Motion approved.	
9	Board Comments/Meeting Evaluation (4.3.5). BoD to use attached form and return to Beth after meeting.			
10	Michelle/Report on DEIA	M.D. shared her		

	facilitators.	exploration on DEIA consultants, Nwandi Lawson and Calida Jones. Our goals are auditing the work of Calida Jones, and our expectations; working on training the trainers; and communications and what the cultural training is that we give new members.		
11	Next agenda—Emergency Management Succession and finishing the review of draft of Policies.			
12	Next meeting, Jan. 6, committee reports and executive monitoring as scheduled.			
	Meeting adjourned at 3:00 P. M. EST			

Respectfully submitted,  
Esther Fellows  
Secretary

When the Board makes revisions to Bylaws and/or policies, the actual revised language should be captured in the minutes, either as part of the motion, or referenced as an Addendum, which is to be recorded with the meeting minutes.