

**Suzuki Association of the Americas**  
 Board of Directors Meeting  
 August 4, 2021  
 ZOOM online

Board Members	Staff	Guests
<p><b>Present:</b>            Ellen Kogut, Chair            Trina Carey Hodgson, Secretary            MaryLou Roberts            Michelle Diggs            Bruce Walker            Mary Halverson Waldo</p> <p><b>Absent:</b> None</p>	<p><b>Present:</b>            Pam Brasch, ED, ex officio</p>	
<p>Daniel De Lima            Kerri Williams            Tamara Gonzalez            Sayedah Ahmed            Edmund Sprunger            Ching-Yi Lin</p>		

	ITEM	DISCUSSION	ACTIONS TAKEN
1	Call to Order/Attendance (4.8.1) <b>Ellen</b>		The meeting was called to order. 10:04 P.M. EDT by Chair Ellen
2	Covenant of Courtesy		Read aloud.
3	Approval of Agenda (4.5) <b>Ellen</b>		MaryLou moved to approve amended Agenda. Motion carried.
4	Approval of Minutes July 2, 2021 July 16 <b>Trina</b> July 13, 2021 <b>Kerri</b>		Approval of minutes postponed.
5	Bylaws		MaryLou rescinded her motion to approve Bylaws revision in favor of Bylaws topic being set at top of next board meeting.
6	Review of Board responsibilities and communication norms		
7	Board officers and committees 2021-2022		
	EXECUTIVE SESSION	Board dismissed to ES.	
8	Search Committee Search process and Search Committee update <b>Mary and Michelle</b>		Daniel moved to approve the Job Description for the Executive Director and the Leadership Profile so that Carolyn McCormick can start to advertise the opening for the new Executive Director of the SAA with Kerri's, MaryLou's and Sayedah's edits. Motion carried.

			Michelle moves to have an interim director to keep the SA operations running while we search for an executive director, and allow Carolyn to provide options for that person. Motion carried.
9	Annual General Meeting review and plans <b>MaryLou and Pam</b>	Report RE AGM logistics SAA now has YouTube Channel Recording link for AGM	
10	Onboarding and governance review session plans		
11	Meeting schedule 2021-2022		
12	Regular post-meeting communications procedure		
13	Meeting Schedule Going Forward	AGM planning meeting August 6, 2021: 1:00-3:00 p.m. EST  Extra meeting of the Board called for August 11, 2021: 1:00-3:00 p.m. EST  Regular Board Meeting August 18, 2021: 1:00-3:00 p.m. EST	
14	Review of Meeting		
15	Meeting adjourned	3:08 P.M. EDT	

Trina Carey Hodgson  
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.

**Suzuki Association of the Americas**  
**SPECIAL MEETING - Board of Directors**  
 August 6, 2021  
 ZOOM online

Board Members	Staff	Guests
<b>Present:</b> Ellen Kogut, Chair Kerri Williams, acting secretary Sayedah Ahmed MaryLou Roberts Ching-Yi Lin Edmund Sprunger	<b>Absent:</b> Trina Carey Hodgson, Secretary Michelle Diggs Bruce Walker Mary Halverson Waldo Daniel De Lima Tamara Gonzalez	<b>Present:</b> Pam Brasch, ED, ex officio Christie Felsing, staff

ITEM	DISCUSSION	ACTIONS TAKEN
	The purpose of this Special Meeting is to receive an update about office operations and continue planning for the Annual General Meeting (AGM).	
1	Call to Order/Attendance (4.8.1) <b>Ellen</b>	The meeting was called to order. 1:03 P.M. EDT by Chair Ellen
2	1:05 Transition plans for the staff – (Pam Brasch)	Pam Brasch presented the assignment of duties for continuity of operation. Pam’s presentation was assisted by Christie Felsing. Areas of discussion included Facilities and Leasing Plans, Conference Plans, Finances and Audit updates, General and Members.
3	1:28 Editing of AGM assignments and presentations.	
4	Meeting adjourned	3:10 P.M. EDT
	Extra meeting of the Board called for August 11, 2021: 1:00-3:00 p.m. EST	
	Regular Board Meeting August 18, 2021: 1:00-3:00 p.m. EST	

Kerri Williams, Acting Secretary

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**Suzuki Association of the Americas**  
**SPECIAL MEETING - Board of Directors**  
 August 11, 2021  
 ZOOM online

Board Members	Staff	Guests
<b>Present:</b> Tamara Gonzalez, Acting Secretary  <b>Absent:</b> Trina Carey Hodgson, Secretary	<b>Present:</b>	

ITEM	DISCUSSION	ACTIONS TAKEN
<b>Purpose of Special Meeting:</b> To choose the new Chair-Elect and decide which Board members will have SAA financial signing authority as of September 1, 2021 upon transition from current Executive Director, Pam Brasch.		
1	Meeting Called to Order	
2	Minutes for this meeting are awaiting detail from the acting secretary.  This meeting template has been submitted as a placeholder upon the resignation of SAA Board Secretary on November 2, 2021 and should be replaced with the actual minutes of that meeting when they are available.	
3	Meeting adjourned	
4	Meeting Schedule Going Forward	Regular Board Meeting August 18, 2021: 1:00-3:00 p.m. EST

Tamara Gonzalez, Acting Secretary

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**Suzuki Association of the Americas**  
 Board of Directors Meeting  
 August 18, 2021  
 via ZOOM

Board Members	Staff	Guests
<p><b>Present:</b>            Ellen Kogut, Chair            Kerri Williams, Chair-Elect            Trina Carey Hodgson, Secretary            MaryLou Roberts            Michelle Diggs            Bruce Walker            Mary Halverson Waldo</p> <p><b>Absent:</b> None</p>	<p><b>Present:</b>            Pam Brasch, ED, ex officio</p>	<p>Carolyn McCormick, transition consultant</p>

	ITEM	DISCUSSION	ACTIONS TAKEN
	Co-Chair Vote Between Regular Board Meeting		Kerri Williams elected Chair-Elect
1	Call to Order/Attendance (4.8.1)		The meeting was called to order at 1:09 P.M. EDT by Chair, Ellen Kogut.
2	Approval of Agenda (4.5)		Daniel moved to accept agenda. Motion Carried.
3	1:05 Approval of Agenda (4.5) and Minutes		Approval of minutes postponed to future meeting.
4	1:25 Search Committee charge (Mary and Michelle)		<p>Michelle moves to accept the following charge to the search committee:</p> <ol style="list-style-type: none"> <li>1. Review applications and maintain candidate confidentiality</li> <li>2. Choose candidates to be screened based on criteria in job description</li> <li>3. Make decisions about who to move forward for first round interviews</li> <li>4. Approve the interview plan, questions, and tools</li> <li>5. Make decisions about which candidates will go forward as finalists</li> </ol> <p>Committee will provide updates at each board meeting about status and overall results but will not divulge the names of any candidates who are under consideration or their status.</p> <p>Committee will also provide an overall summary of the search process results prior to final meetings with candidates with aggregate demographic</p>

			information about the candidate pool (geography, gender, ethnicity at a high level). Motion carried
5	Executive Session		
6			Tamara Gonzalez moves to create a task oriented contract based on a limited set of deliverables to be determined by the board in coordination with Pam, to conclude on September 15, 2021. Motion carried.
7	Meeting adjourned at 3:09 P.M. EDT		
8	Next Meeting	Next Board Meeting September 1, 10:00 a.m. EDT	

Trina Carey Hodgson  
Secretary

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**Suzuki Association of the Americas**  
**SPECIAL Board of Directors Meeting**  
 August 30, 2021  
 Via ZOOM online

Board Members	Staff	Guests
<p><b>Present:</b>            Ellen Kogut, Chair            Trina Carey Hodgson, Secretary            Mary Halverson Waldo            Daniel De Lima            Edmund Sprunger</p> <p><b>Absent:</b>            Kerri Williams, Chair-Elect            Michelle Diggs</p>	<p><b>Present:</b>            Pam Brasch, ED            ex officio</p>	

	ITEM	DISCUSSION	ACTIONS TAKEN
	PURPOSE FOR SPECIAL MEETING:	To hear the Search Committee's recommendation regarding an interim person and to vote on that decision.	
1	Call to Order/Attendance (4.8.1)		The meeting was called to order at 1:31 P.M. EDT by Chair, Ellen Kogut.
2	1:25 Search Committee Report - Mary		Ed moves to title the interim position "Interim Acting Director". Motion carried.
3	Executive Session		
			Tamara Gonzalez moves to create a task oriented contract based on a limited set of deliverables to be determined by the board in coordination with Pam, to conclude on September 15, 2021. Motion carried.
4	Adjournment		Meeting adjourned at 3:09 P.M. EDT
	Next Meeting	Next Regular Board Meeting September 1, 2021 10:00 a.m. EDT	

Trina Carey Hodgson, Secretary

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