

**Suzuki Association of the Americas**  
Board of Directors Meeting  
June 2, 2021

Board Members	Staff	Guests
<p><b>Present:</b> Beth Cantrell, Chair Ellen Kogut, Chair-elect Trina Carey Hodgson, Secretary Winifred Crock MaryLou Roberts</p>	<p>Bruce Walker Daniel De Lima Kerri Williams Mary Halverson Waldo Michelle Diggs</p>	<p><b>Present:</b> Pam Brasch, ED, ex officio</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
	Pre-Meeting Actions [BL 3.6]		Beth Cantrell: Moved that the SAA Annual Membership Meeting be scheduled on Sunday, July 25, 2021, 8-9 pm EDT. Second: MaryLou Roberts Motion carried.	
1	Call to Order/Attendance (4.8.1)		The meeting was called to order at 1:05 P.M. EDT on <b>June 2, 2021</b> by Chair Beth Cantrell.	
2	Approval of Agenda (4.5)		none	
3	Approval of May 12 Minutes		MaryLou moved to approve the Minutes as amended, Kerri Seconded. Motion carried.	
4	Transition/Search Committee Personnel and Charge	<p>Discussion whether Search committee to include non-board members.</p> <p>Discussion regarding size of committee.</p> <p>Discussion regarding communication, and transparency.</p> <p>Discussion about leaving decisions for transition consultant to advise about.</p> <p>Discussion about being clear about committee functions and processes.</p>	<p>Kerri moved to extend Mary's term of Board service through the end of the transition process. Daniel seconded. Motion carried.</p> <p>Ellen moved that the Board accepts the five members plus ex officio search committee to work with consultants, Carolyn McCormick. Mary seconded. Motion not carried.</p> <p>Trina moved that the Board accepts the Search Committee members: Mary, Daniel, Bruce, Michelle, Trina, plus ex officio Ellen to work with consultant, Carolyn McCormick. By June 7, Board members will send Beth their top 3 choices for the up to three members outside the board for</p>	<p>Deadline: June 7 Board members turn in up to three names for Beth to compile.</p>

		<p>Discussion about making sure that experience in every aspect of the SAA is represented in the committee.</p> <p>Discussion about responsibility delegation for creating job description.</p> <p>Discussion about the importance of clarity of how the Board and committees are supposed to function and what procedures must be followed.</p>	<p>consultation and possible inclusion in Search committee. Winifred seconded Motion carried.</p>	
5	Nomination Committee	Discussion of personnel.	<p>Kerri moves that Beth, MaryLou, Winifred, Kerri, Ellen, Bruce are on nominating committee. Bruce seconded. Motion Passed</p>	
6	Ongoing		Charge to Search and Nominations committee	
7	Meeting adjourned at 2:50 P.M. EDT			

Respectfully submitted,  
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**  
Board of Directors Meeting  
June 9, 2021

Board Members	Staff	Guests
<p><b>Present:</b> Ellen Kogut, Chair-elect Trina Carey Hodgson, Secretary Winifred Crock MaryLou Roberts</p> <p><b>Absent:</b> Beth Cantrell, Chair Michelle Diggs</p>	<p><b>Present:</b> Pam Brasch, ED, ex officio</p>	<p>Nwandi Lawson</p>

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1	Call to Order/Attendance (4.8.1)		The meeting was called to order at 1:03 P.M. EDT by Chair-Elect Ellen Kogut.	
2	Approval of Agenda (4.5)		none	
3	Approval of Minutes 10/7/20 11/18/20 3/24/21 5/26/21 6/2/21	Discussion of Minutes process.	Winifred moved to approve the minutes of March 24, June 2, May26 Mary seconded. Motion carried.	
4	Nwandi Lawson Presentation	on upcoming Board Retreat	Zoom Meeting June 26, 2021 Time: 10:00 a.m. – 1:00 p.m.	
5	Search Committee	Mary reported that meeting was earlier this morning.		Mary will write up report about meeting to share before June 23 board meeting.
	Nominations Committee	Discussion about Nominations/Elections 2021		Bruce will email to the Board the results of the Board Balance Google Survey Form in an Excel document.
	2019 990 Forms Review Policy 3.4	Pam and Trina reported that the form has been completed and checked. It has been sent to the auditor for final		

		proofing before June 15 deadline for filing.		
6	Meeting Schedule Going Forward	Discussion of day and time		
7	Annual Mtg	Discussion of format and content.		Pam will spearhead with assistance from Bruce and others.
5	Unfinished Business (to be completed at the beginning of the next meeting)		<ul style="list-style-type: none"> <li>• Charge for Search Committee</li> <li>• Search Committee Non-Board Committee Members</li> <li>• Charge for Nominations Committee</li> <li>• Minutes from <ul style="list-style-type: none"> <li>○ 10/7/20,</li> <li>○ 11/18/20</li> <li>○ 4/19/21</li> </ul> </li> </ul>	
6	Meeting adjourned at 3:09 P.M. EDT			
	Next Meeting	June 23, 1:00 p.m. EDT		

Respectfully submitted,  
Trina Carey Hodgson  
Secretary

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**Suzuki Association of the Americas**  
Board of Directors Meeting  
June 23, 2021

Board Members	Staff	Guests
<p><b>Present:</b> Beth Cantrell, Chair Ellen Kogut, Chair-elect Trina Carey Hodgson, Secretary Winifred Crock MaryLou Roberts</p> <p><b>Absent:</b> None</p>	<p><b>Present:</b> Bruce Walker Daniel De Lima Kerri Williams Mary Halverson Waldo Michelle Diggs</p> <p><b>Present:</b> Pam Brasch, ED, ex officio</p>	

	ITEM	DISCUSSION	ACTIONS TAKEN	ACTIONS TO BE TAKEN
1	Call to Order/Attendance (4.8.1)		The meeting was called to order. 1:05 P.M. EDT by Chair Beth Cantrell.	
2	Approval of Agenda (4.5)		Winifred moved to accept Agenda. MaryLou seconded. Motion carried.	
3	Approval of Minutes June 9, 2021 October 7, 2020 November 18, 2020 April 14, 2021		Winifred moved to approve all the Minutes as amended. Bruce Seconded. Motion carried.	
4	Board Inclusion Statement	Read. Reviewed. Discussed.		
5	Retirement and Transition Plan		General Announcement already sent out June 22  MaryLou moved to approve the letter dated June 23 to SAA membership as edited by the entire Board. Michelle seconded. Motion carried.	Transition Plan to be sent
6	Review of Bylaws as returned from attorney			Trina will codify proposed changes and present to Board

7	Meeting Schedule Going Forward			
9	Nominating Committee Report	<p>Nominations announcement was edited by Board between meetings and is now posted on SAA website.</p> <p>Nominations Committee Charge: This committee is charged with presenting candidate possibilities for the upcoming election for Board review. The committee will inform the board of meeting dates/times and supply meeting summaries.</p>	Ellen moved to accept the Nomination Committee charge. MaryLou seconded. Motion carried.	
10	Annual Meeting		Discussion Tabled	
	Future meeting dates		MaryLou moved to create Doodle Poll for determining July meeting dates. Michelle seconded. Motion carried.	MaryLou will create Doodle Poll for July Board Meeting Dates
6	Meeting adjourned	2:58 P.M. EDT		
	Executive Director Search Committee	<p>Charge: This committee is charged with working with the transition consultant to bring to the board possibilities for an Executive Director. They will be doing the research for the board. This group will be trusted to do some sifting and speak frankly with one another so that the concerns are all heard, and all of the appropriate candidates are brought forward.</p> <p>The committee will inform the board of meeting dates/times and supply meeting summaries. This committee will dissolve upon hiring of ED.</p>	Ellen moved to accept Search Committee charge. MaryLou seconded. Motion carried.	

Respectfully submitted,  
Trina Carey Hodgson  
Secretary

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