

LGBTQ Center of Durham
Board of Directors Meeting Minutes



Monday, 26 January 2016
114 Hunt Street, Durham NC 27701

Members in attendance: Helena Cragg, Milan Pham, Davis Hodge, Bart Evans, Marie Baker, Juan Colon, Mykal Slack, Michael Strader, James Spivey, Rachel Dooley, Meredith Stewart, Mignon Hooper

- Summary -

I. Call to order

- A. H. Cragg called the meeting to order at 18:36
- B. Quorum established, all members present with the exception of Michael Becketts
- C. Welcome new members!
- D. H. Cragg explained the difference between meeting summaries prepared by B. Evans, and the meeting minutes
- E. M. Baker moved to approve the December 2015 meeting minutes. D. Hodge seconded. Unanimous for members present that were present at the December meeting.

II. Key Discussion Items to On-Board all new members of the Board

A. Where is the Center now?

H. Cragg provided a summary of the history of the LGBTQ Center of Durham.

B. Finances

M. Baker provided a summary of the current state of the center's finances

1. Good reserves right now
2. Affordable rent, after spending upfront monies on renovations
3. M. Baker would like to put together a budget after getting financial statements prepared for review; a finance committee is probably next on the agenda.
4. Grants and a significant amount of donations received last year without a real coordinated and consistent plan. Room for improvement there.
5. Need to work on how to ask for donations, with a reason why
6. Discussion initiated by M. Strader on donor list availability, demographics of past donation sources (i.e. LGBTQ or allies); would like future fundraising to target the entire Durham/Orange communities.
7. Discussion initiated by M. Pham about the handling of provision of tax letters for 2015. Donations of a certain threshold and higher, require specific language for tax reporting purposes; should be addressed in the financial policy

C. 2015 Community Assessment - Grant Update

1. H. Cragg introduced this grant (\$10K), and the history of how we started with this family foundation
2. R. Dooley gave a summary of the assessment process
 - a) Town halls: One with communities of color (in partnership with Shades of Pride), one open to the entire community, and one Spanish speaking
 - b) Survey - looking at what people recommended the center focus on, and also on what they wanted to see at the center for their use (over 400 respondents); had an adult version, a youth (18 and under), and a Spanish language version
 - c) A couple of focus groups with LGBTQ young people, based on survey results (of youth)
 - d) Outreach to other centers for what they feel like they have done successfully, and where they think they could make improvements or fill in gaps
3. The data collection team is done; final report will be done at the end of the month. Final report will include: Summary, results, recommendations based on results, and recommendations based on non-profits. There are 30 recommendations so far, and may be more. There will be another section on research limitations (what people can and cannot infer from the data), and finally a section that includes lessons learned.

D. 2016 Diversity and Inclusion Grant Update

1. H. Cragg introduced this grant (\$15K), and the purpose behind this.
2. Have contracted with Open Source Leadership Strategies (OSLS) for helping us create a Board leadership model for the Center that has a developed capacity with respect to race and gender equity, and anti-racist and anti-oppressive organizational practices.
3. D. Hodge referred to the resistance (of center stakeholders who have been involved from the beginning) to the paradigm of most centers that mostly serve cis, white, gay men. He alluded to the process of developing the Points of Unity as a process that has really founded the spirit of the Center. Build a coalition with each other, with our community is key. This work for the Board is a necessary step to be successful achieving our mission and demonstrating our points of unity.
4. M. Pham added that one of the most important objectives of the training will be to come up with a shared vocabulary and language to be honest with each other and hold each other accountable, and see each other. M. Pham added that it is a long year of training that is mandatory. There will be a core group of a few Board members that will be working directly with OSLS to help focus the work done, and will require additional time and effort. This group of people will be clearer after the February Board

meeting, and then the smaller group will be identified and confirmed. Core volunteers, other organizations, people within the community, etc., will be invited to participate (up to 25 people) to participate in the initial training, not the follow up sessions.

E. The Role of the Board

1. H. Cragg introduced that one of the challenges last year was that the Board wasn't clear on its role. We sometimes had trouble focusing, and would get distracted by programming and other matters.
2. M. Strader asked what the "elevator speech" is? (ACTION: We will spend some time on this in a future meeting.) M. Hooper stressed the importance of the Points of Unity, and our values. J. Colon spoke about a community in need of help, but that lack trust in new organizations due to previous negative experiences. J. Colon stressed the importance of trying to develop the relationship with the community that the Center is "home," and a home for all people regardless of background, gender identity, etc.
3. B. Evans led the group in a brainstorming session about how we individually and collectively view "the Role of the Board."

III. Governance Updates & Discussion

A. Day to Day Decision Making

1. Clarifying Board vs. Executive roles
 - a) H. Cragg has at times struggled with essentially wearing both of these hats while still wanting to be as transparent/participatory as possible with the rest of the Board. However with the center now open there are more and more day-to-day decisions to be handled, in particular with emergent situations (e.g., developing an inclement weather policy and implementing it). M. Pham described that the Board could delegate duties and responsibilities. R. Dooley offered to reach out to Board managed organizations from the Community Assessment process for some examples of duties that may have been delegated or retained by the Board. M. Pham offered that we are currently operating much like an LLC, and that it would potentially be a great model to follow for our organization. J. Spivey expressed strongly the need for policies and procedures.
 - b) ACTION: M. Pham to initiate an email thread with the LLC model. H. Cragg will ameliorate this list with Center specific initiatives, and responsibilities. M. Pham will be the recipient of any feedback that is less than positive (excluding H. Cragg).
2. J. Spivey moved to extend the meeting adjournment time to 9:00PM. No second. Motion fails. M. Hooper moved to extend the time of adjournment to 8:45PM. M. Slack seconded. Passed.
3. Finish up basics

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- a) Financial policy is available for review
 - b) All policies will be posted in the GoogleDrive for review and reference
4. Organizational binders
- a) Will create this soon.
 - b) Will add to this as additional policies and procedures are developed and approved
- IV. Other business
- A. Joined CenterLink (\$60) - H. Cragg accepted for Exec. Dir. Boot Camp in May
 - B. Need to join NC Center for Non-Profits (\$95)
 - C. Importance of using Center email account NOT personal account
 - D. LGBT* in the South, March 2016, Asheville, NC, Board members encouraged to attend
 - E. J. Colon shared that a great article about the Center was included in La Connexion
 - F. J. Colon presented an issue that there has been confusion between El Centro Hispano and El Centro de LGBTQ Durham. May need to introduce a new term for the latin and hispanic community (e.g., "Epicenter"). Some bilingual volunteers have offered to join a (yet to be created) cultural committee to do translation of the website.
- V. Goals for Next meeting
- A. OSLS - will be working with us from 7:00 to 7:45PM
 - B. Prior to the main meeting content we will have refreshments and photos (by a professional photographer)
- VI. 8:42PM Adjourn -J. Spivey moved to adjourn; M. Hooper seconded. Passed unanimously.

Next meeting is scheduled for 6:30PM EDT at the Center (114 Hunt Street) Tuesday, 22 February 2016.

Minutes prepared by Helena Cragg based upon Summary prepared by B. Evans

Approved by consensus 22-February-2016