

**VRPS NORTHERN SERVICE AREA  
Executive Committee Meeting  
Tuesday March 17, 2015, at 3:00pm  
Old Firehouse Teen Center, McLean  
AGENDA**

**Attendees: Ryan Brookes, Brianne Baglini, David Miller, Todd Brown by phone**

- I. Call to Order:** Meeting called to order at 3:05pm by Ryan; seconded by Brianne.
- II. Review & Approval of Agenda:** Agenda was reviewed and a motion to approve was made by David, seconded by Brianne.
- III. Review & Approval of Minutes: NA.**
- IV. Treasurer's Report (Brianne Baglini)** No change since February report, except \$18 spent for refreshments at last meeting.
- V. Board Liaison Report:** - No report. Michael McCarty has resigned position with City of Fairfax and with VRPS board. Will need to determine who new board liaison will be. ( It was confirmed by an e mail to Ryan on April 20<sup>th</sup>, that Blythe Russian and Kim Turner will be new Board Liaisons)
- VI. Chairman's Report:** (Ryan Brookes) –
  - Executive Committee Meetings- It was decided that for the board to be effective, and responsive, it needed to meet between scheduled meetings to work on projects and objectives. Today is the first of those meetings.
  - Communication within the board.
  - Motions and Voting by e mail. It is acceptable to do voting by e mail. The person, who will make the motion, must start a new e mail, without all the previous forwards, and in the subject line write 'Motion to Approve". Once someone has made a second via e mail, the fellow members will only respond to that e mail. The recorder will record the vote and send a notification whether approved or not.
- VII. Old Business**
  - 2014 Mission and Goals update- discussion held on recap of Mission and Goals. Discussion took place to add measures to the goals so that the board can determine

success. Goals 1, 2, and 3 were amended to clarify outcomes and measures for 2015.

- Discussion held on 2015 workshop topics. See workshop update under Subcommittee reports.

#### **VIII. New Business:**

- Board reviewed the Bylaws for amendments or changes. It was recommended to add the “Past Chair” as the 6<sup>th</sup>, non-voting, member. It was recommended that the title of “Secretary” be changed to “Recorder”. Ryan to follow up to see how we make these changes official.
- The Board agreed with the recommendation of the Chair, that Kathleen “Kat” Fish from Prince William County be appointed to the board to replace Stacey Chouinard. Kat will take over the Communications position.

#### **X. Subcommittee Reports:**

**Awards and Citations:** I didn't have any names but I made a note of “haven't met for 2015 conference”

**Membership:** Todd and Debbie Woodbury were going to work together on this

**Newsletter:** incorporated with Communications lead

**Summer:** Brianne will be working on this

**Workshops:** We figured yesterday each lead would take it on for their workshop

- Management vs Leadership May - Brianne
- CAPRA, the new standards: Summer – David
- Interpretive Certification: Fall- Todd

**Elections:** Lesley Stuler-needs to occur 60 days prior to the conference

**Holiday Social:** Sam stated that he would help whoever will work on this – Brianne also offered to help.

**Annual Conference Program Committee Representative:** Blythe Russian.

**XI. Next Executive Committee Meeting – May 19<sup>th</sup> at 3pm at Old Firehouse Teen Center, McLean**

**XII. Discussion and Roundtable: NA**

**XIII. Adjourn:** Brianne made a **motion to adjourn** at 5:12pm, second by David Miller.

