**Tuesday, November 20, 2018, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Jody Riibe **P** | Jerri Robison **P** | | **Vice Chair**: Andrew Fangman **P** | Scott Dahlke **P** | | **Treasurer:** Ben Brown **P** |  | | **Secretary**: Pr. Aleese Baldwin **P** |  | | Brad Spratt **P** | Director: Amanda McKee **P** | | Rosa Mendoza **E** | Staff: Debbie Boos **P** | | Mike Johannsen **P** (@ 12:10) | Minutes completed by Admin Coord | | **Meeting:** Board Meeting  **Location:**  1422 Houser St.  Muscatine, Iowa 52761 |

1. **Meeting called to order:** The meeting was called to order by Chair Riibe at 12:03 with a welcome to the new director, Amanda McKee, followed by introductions.
2. **Approval of Agenda:** Brown moved to approve the agenda, second by Robison. Unanimously approved.
3. **Approval of October 16, 2018, Minutes:** There were no questions or concerns regarding last month’s minutes. Baldwin moved to approve the minutes from the previous meeting, second by Fangman. Unanimously approved.
4. **Financials – Current Claims – Expenditure Reports & Bank Statement:** Treasurer Brown presented this month’s claims to the board and moved to approve payment of claims as presented, second by Robison. Unanimously approved.
5. **Board Membership:** We have two new board member applications. These will be emailed to all board members so that they may be approved at the December meeting. McKee stated that she will be meeting with the West Liberty police chief for a possible candidate for board membership. Fangman also stated that he knows someone who would like to serve.
6. **Survey Results:** Riibe asked that each board member take the survey results out of their binders and take home to familiarize themselves with them before discussion at the December meeting.
7. **Regional Director Meeting Update:** McKee reported that she had attended the regional directors’ meeting on November 9 along with ECI directors from Linn County, Johnson County, Cedar-Jones Counties, and Louisa County. A discussion was held regarding the various ways the directors set up the board meetings. McKee brought up the fact that copying and filling the binders every month with meeting materials is time consuming and feels this time could be better spent elsewhere. Also, it was brought up that ECIMC is charged by AEA for each copy made. Boos will email these costs from the past year to the board members for reference. Fangman suggested that the agenda be copied for each member for note taking during the meeting. Since meeting materials are emailed to board members the Friday prior to the meeting, these can be viewed on each member’s electronic device. Copies can be made for those who do not have a device. Additionally, McKee will project meeting materials on the screens in the meeting room.
8. **Open Forum**: Community members and board members are welcome to speak to topics not on the agenda. The board cannot take action on topics brought up during this time.

Our guests today included Alison Daufeldt, Christy Roby Williams, Abbie Derksen, Vickie Keys-Lydic, Tasha Wall, Afi Awoussi, Linda Cavazos, Cheyenne Driscoll, and Jessica Witherell-Smith.

Christy Roby Williams introduced the newest members of her staff, Vickie Keys-Lydic and Abbie Derksen, and shared their backgrounds and previous experiences.

1. **Next Scheduled Meeting:** The next board meeting is on **December 18, 2018**, 12:00 pm -1:00 pm at 1422 Houser St., Muscatine, IA.
2. **Adjournment:** With no further business and no objections, Robison moved to adjourn at 12:23, second by Dahlke. Unanimously approved.