



**Meeting Minutes of the
City of Phoenix LGBTQ Employee Alliance**

**Executive Board Meeting
Friday, July 14, 2023**

Board Members Present	President Doug Mings, Vice President Hilary Werner, Secretary Ira McCullough, Treasurer Keirsten Anderson, Member at Large Tyler Smith, and Immediate Past President Paul Yount.
Board Members Absent	None (there were two Members at Large vacancies)

Welcome and Call to Order

Meeting called to order at 12:05 pm by President Mings. The meeting took place via Teams.

Roll Call and Establishment of Quorum

Secretary McCullough called roll. A quorum was established at 12:09 PM

Approval of Minutes

No draft minutes were submitted for approval.

Officer Reports

President's Report (Mings)

1. Recruitment of new board members
 - a. We currently have two vacancies for MALs. Doug asked the board to reach out to past candidates or those who expressed interest in the past.
 - b. We are also looking for a Networking chairperson. We may have someone who can fill in for Communications.
 - c. Doug called for elections to be held the week of July 24 and asked board member to reach out to potential candidates the week of July 17.
 - d. Ira, as secretary, will handle the election similar to last year's MAL special elections. He will follow up with description to share with potential candidates.
2. Board retreat
 - a. Doug asked about interest for a board retreat to set the EA agenda for the FY. Conversation occurred about best dates for scheduling for a 2- to 3-hour meeting.

Vice President's Report (Werner)

1. Hilary reported on Membership Chair responsibilities and tabling ideas. Discussion occurred about tabling events in the morning (as employee come in) and different locations throughout the city.
2. Discussion occurred about past presentations at Parks staff meeting and future tabling at Calvin Goode, Police, Parks, and Aviation.

Treasurer Report (Anderson)

1. Membership
 - a. We had 86 total members last fiscal year, 32 were new to the EA.
 - b. Year to date: 21 total members, 4 are new to the EA.
2. Budget
 - a. Expenses
 - i. NEO Pens - \$799.79
 - ii. WordPress renewal = \$19.00
 - iii. Pride thank yous = \$161.00
 - b. Deposits
 - i. Dues = \$200.00

c. Overall

- i. Total budget as of 6/30/23 = \$9,669.93
- ii. Pride earmark = \$5,895.71
- iii. EA = \$3,774.22

Old Business

1. Meeting Scheduling for FY 2023-24 (McCullough)
 - a. Secretary McCullough shared a proposed calendar of meeting dates and times a few weeks back. The proposed calendar reflects what is required by the Bylaws and follows the prior cadence of meetings.
 - b. The board discussed timing of the next meeting due to the need to coordinate elections of Members At Large and appointment of new committee chairs for Networking and Communications.
 - c. After discussion of specific dates, the board agreed to the following schedule of meetings (invites will be sent out shortly):

Date/Time	Type
Fri., 7/14/2023 @ Noon	Board of Directors
Thurs., 8/10/2023 @ Noon	Special Board of Directors (Elections and Committee Chair appointments)
Thurs., 9/7/2023 @ Noon	Executive Committee
Weds., 9/24/23 @ Noon	General Membership
Thurs., 10/5/2023 @ Noon	Executive Committee
Thurs., 11/2/2023 @ Noon	Board of Directors
Weds., 12/6/2023 @ Noon	General Membership
Thurs., 1/11/2024 @ Noon	Executive Committee
Thurs., 2/1/2024 @ Noon	Board of Directors
Weds., 3/6/2024 @ Noon	General Membership
Thurs., 4/4/24 @ Noon	Executive Committee
Thurs., 5/2/24 @ Noon	Board of Directors
Weds., 6/5/24 @ Noon	General Membership

2. Book Club (McCullough)
 - a. Secretary McCullough reported that he received several recommendations for books from a variety of different members and from other LGBTQ-centric book clubs.
 - b. He will review about 20+ title and narrow down to 3 to 4 for the book club. He will focus on if the title is readily available and affordable on Amazon, available via Libby, and is rather brief.

- c. Secretary McCullough is exploring three book club apps to help manage the club.
- d. He will finalize plans and brief us at the next meeting.

New Business

1. Conversation occurred about Member at Large Smith's transition to MAL from the networking committee. A new chair will be appointed soon.
2. Recruitment of new committee chairs for Networking and Communications needs to occur week of July 17, with elections the week of July 24. Secretary McCullough asked that people interested submit a letter of interest no more than 300 words. Questions from the groups regarding duties of the committee – Secretary McCullough will follow up with description for board members to share with potential candidates.
3. Conversation occurred regarding a focus on keeping the EA sustainable. A number of board members and chairs have reported burnout. Focus this year will be on events that are aligned with our purpose and to solicit new ideas and new members.
4. Immediate Past President Yount reported he received an email from HR regarding the first-round interviews for the DEI Director on August 7. When he responded, he was told that the panel was full.
5. Immediate Past President Yount reported pens were delivered to HR for NEO but found out that pens were not distributed to attendees of the past two NEOs. He will follow up to ensure future NEO attendees received pens.
6. Treasurer Anderson reported a possible ERG fair in October.
7. President Mings reported that the Pride Parade Committee met and will brief the board at our next meeting.

Call for Comments

None.

Adjournment

There was no motion, but there was a majority agreement to adjourn at 12:57 pm.

Next Three EA Meetings

Thurs., 8/10/2023 @ Noon	Special Board of Directors (Elections and Committee Chair appointments)
Thurs., 9/7/2023 @ Noon	Executive Committee
Weds., 9/24/23 @ Noon	General Membership

City of Phoenix LGBTQ Employee Alliance

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Prepared by:



Ira McCullough, Secretary

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