

Minutes of the September, 2020 GSITE Board Meeting

Meeting Time: September 1st, 2020 at 12-noon

Meeting Place: Virtual, Zoom

Attendance: R. Brown, B. Eads, M. Erdtmann, R. Fries, J. Klein, S. Leight, R. Pierce, J. Rana, K. Schaefer, J. Schwierjohn, and J. Wagner

Minutes: Prepared by R. Fries. (**Action items in bold**)

Ryan Pierce opened the discussion about the procedures manual. No comments were expressed. R. Fries made a motion to approve, J. Wagner seconded the motion. The motion passed unanimously. **R. Fries will maintain a copy of the approved procedures manual.**

J. Wagner provided a brief summary of the financial status.

R. Pierce discussed the transition of office email accounts. Our organization is not considered a not-for-profit organization according to Google. The fee is \$75/ year/ email. The attendees discussed reducing the number of email accounts to avoid these costs. The board unanimously agreed to move forward with just one email account to keep costs to a minimum. **B. Eads and R. Pierce will continue work on the website and email transition from TEAM to GSITE. Updates include creating an area where meeting minutes can be posted.**

The group discussed options for the Annual Meeting charity, Hawthorne Academy. GSITE will match all donations up to \$1,000. GSITE will plan to donate the \$1,000 regardless of individual donations received. This option was approved unanimously. **J. Wagner and J. Klein will arrange this donation after the annual meeting.**

The group discussed the formation of an ad-hoc committee to investigate and arrange technology to support the virtual hosting of the Annual Meeting and future monthly meetings. R. Fries and M. Schwierjohn volunteered for this committee. **R. Pierce will send a message to the membership, requesting volunteers for this committee and also help with the website design.**

M. Schwierjohn expressed difficulty finding a speaker for the September meeting. She is awaiting on a response from a contact at IDOT, District 8. R. Brown offered to give a presentation about a recent project in Wildwood, MO.

K. Schaefer announced that she is creating an officer's manual. She will share when it is completed.