

# ODK Board Meeting minutes

## August 14, 2020

### Attendees

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#### **Officers**

Lisa Martin, Kimberly Simmons, Cory Malinowski

#### **Faculty**

Anthony Butler

#### **Members**

*None*

#### **Absent**

Amber Potter

### Agenda

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#### **Call to Order**

The meeting was called to order at 5:15pm

#### **Old Business**

- Budget award

#### **New Business\***

- 9/11 Memorial Garden
- Bylaw update
- Google Drive
- Increasing Participation
- Increasing recruitment
- Initiation



- Inter-organization and regional circle cooperation
- Last semester's dues
- Mentorship Program
- Miscellaneous Administrative Housekeeping
- National Circle Profile page
- New Faculty Advisor
- ODK Membership Management System (MMS)
- Promotional items
- Semester meeting times
- Semester speaker
- Social events
- Social Media
- Stone Ethical Leadership Challenge
- Tapping
- Volunteer Events

\* New Business is listed in Alphabetical order, not in order of discussion.

## Old Business

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- The entire budget was approved with minimal modification. The CSI rules require that no more than \$6 is spent per item for promotional wares, except for T-shirts which are allowed a maximum \$10 expenditure. The line item for the water bottles was decreased from \$900 to \$300. All other monies were awarded.
- The \$500 allocated for the Garden rejuvenation will be reallocated to something else for the Fall semester, and we will request supplemental funding in the Spring (assuming we are open) to continue the project.

## New Business

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- **9/11 Memorial Garden** - This project is shelved until the spring. Cory will work with Facilities and the administration to get all paperwork and procedures taken care of in advance of, or in preparation for, campus reopening. The current \$500 in the budget for this project will be attempted to be reallocated to another effort (within the bounds of SGA). Historical discussion: The Memorial Garden was installed for the three UB Alumni that lost their lives in the 9/11 attacks. An ODK member wanted to spruce up the plot since it was not very garden-y and thus ODK's involvement was born, but this was the last time anything major or really involved was done to the



plot. There was also a donation by an environmental group of some Maryland native plants to install in the plot and ODK completed that project. There is also a stone path that has been installed. The current plan is to request supplemental funding for this project in the Spring assuming the campus is open.

- **Bylaw update** - The bylaws have not been updated since 2012. The "official copy" is the one CSI maintains on our page. The board agreed to "look into" the current bylaws and see if they felt any changes were necessary and relay that to the rest of the board. If in the event we would like to change the bylaws, we must provide notice and hold an official meeting. Modifications are only approved by a three-fourths agreement of those present. Cory will look into establishing a separate constitution for our Circle and transform the bylaws into a supplement instead of serving both roles before the next meeting. The National Bylaws have been updated. We should incorporate these into our local circle bylaws (as required). If no changes are recommended, we will vote to accept the bylaws as written, making them effective 2020. This topic will be revisited at the next meeting.
- **Day of Service/Day of Giving** - This is the same day, it's in April 2021. The goal is to beat University of Maryland in our dollar amount in giving. This will need to be done either via internal donation or via a fundraising event. Get to thinking about what you want to see us do for fundraising now, so we can plan and execute it then.
- **Google Drive** - The ODK Google Drive folder maintained by Anthony was shared to all board members.
- **Increasing Participation** - We will provide some of the promotional items toward those that participate the most. We will be nominating a Leader of the Year to National ODK from our own circle! All meeting times and locations will be shared in advance, as well as consistent meeting minutes being prepared and promulgated. The level of communication with the Circle will be much better and more consistent this semester than previous semesters.
- **Increasing Recruitment** - We will focus on undergrad recruitment as well as attempting to recruit AT LEAST ONE OF EACH OF THE FOLLOWING: Alumni, Faculty/staff, Doctoral students/graduates (DCD & DPA), and *honoris causa*. We have been doing really poorly in all segments other than Graduate students (law students count here). So all of our recruitment efforts really should be pushed to undergrads with the previous goal above for all other categories. We will try to have EVERY CIRCLE MEMBER *personally nominate* at least ONE CANDIDATE and tell them about ODK, what benefits you have, that you want to include them in this community, and that you personally recognize their leadership - regardless of GPA and ask them to apply. Of course we need the top 35% of the class to be eligible (shouldn't be too hard?) National Goal: 50% Juniors, 30% Seniors, 10% Graduate/Law, and 5% staff/alumni/honoris causa. If we recruit 20 people, this breaks down to 10/6/3/2
- **Initiation** - We will be holding a virtual Fall Initiation. This has been scheduled for the Second Friday of November and the Second Friday of April for Spring. More information will follow. The board decided this will be a formal event. Each ODK Officer will source their own Stole for use in this ceremony. It was decided that we would NOT use ODK funds to buy these items for the circle. We will invite Alumni to attend this, and attempt to get as much local circle participation as we can for these events. It looks as though we are super inactive if no one other than the board shows up. We will try to have notable alumni or others speak at initiation. One such member mentioned was Allen Tsao.
  - AFTER MEETING INFORMATION: National does say that two initiations are not required. It was my misinterpretation.



- **Inter-organization and regional circle cooperation** - In an effort to better the UB Circle as well as begin networking among Circles that are very close, Cory will reach out to other circles in the area for an exchange of how circles are being run. Notes from these discussions will be sent to the board and saved to the documents section of the Campus Groups Page. Cory will also gauge interest with the other Circles in organizing a regional convention that will occur in the summer prior to the national convention. Cory will reach out to Tim Reed about this effort, if something similar has been done in the past (where, when, what National has to say about it, etc). Obviously this will be a lengthy effort and many people will need to be involved. It may not happen for a year or two.
- **Last semester's membership dues** - The checks that Lisa has from the last round of initiates were not deposited due to the COVID-19 pandemic. Lisa will reach out to those that were not deposited and ask for a promise of reissuance for when campus reopens. The Fall initiates will all pay their national fees to ODK national through the portal directly. All members must pay the \$10 local dues. Since the pandemic is ongoing, we will postpone collection of local dues for all new initiates until we are allowed back on campus, however, they will be due at that time. ODK did expend the money for those national fees for initiates that paid via check or money order directly to Lisa, so national status is not impacted for last semester's initiates.
- **Leader of the Year** - The highest performing circle members will be nominated to the board and faculty for review and consideration to National ODK Leader of the Year. Considerations will be made in February, with an official vote in March ahead of the April submission deadline.
- **Mentorship Program** - Kim discussed arranging for a mentorship program for Circle members to act as sponsors in a way with more senior Circle members helping the junior members with growing their leadership skills and just generally helping out. Anthony suggested adding in alumni to the mix to help educate in leadership and such with current members. This idea still needs a little more fleshing out. We will poll current members on their interest in having either type of mentor.
- **Miscellaneous Administrative Housekeeping:**
  - **Ideal Circle Size** - established at 20-25
  - **Board Turnover** - the current board will create a turnover document for their position with tips and tricks as well as a general explanation of duties that come up for the position for the next generation of circle leaders.
- **National Circle Profile page** - this will be discussed at the next board meeting to approve the official text of the page. This will be submitted to ODK National HQ for incorporation into our circle page. The primary focus will likely be on the "projects" section. This can be updated by submitting a form at this URL: <https://odk.org/circle-officers/circle-reports/>
- **New Faculty Advisor** - Anthony is the Circle Coordinator. ODK HQ requires two faculty positions, so we needed a Faculty Advisor after Ed resigned the position. We are tapping Shirley Mohammadi, a 2014 ODK initiate, to fill this position. We are waiting to hear back from her.
- **ODK Membership Management System (MMS)** - Anthony asked that all board members provide their email address and phone numbers to him via email so that he can add the new board members to the MMS.
- **Promotional items** - The SGA provided money for T-shirts, masks, pens, and water bottles. Kim will reach out to the Alumni Association for their supplier and we will place an order through them for these budgeted items since they're in Linthicum.
  - Certain promotional items will be provided to all applicants or inquirers. Certain promotional



items will be reserved for increasing participation in ODK events (both to circle members and the student body).

- Anthony mentioned attempting to find a "Drop-Ship" supplier that will provide the materials and then ship them off individually to those who get one. However, we have also been awarded \$150 for shipping expenses.
- **Semester meeting times** - The board established official meeting times to be the third Friday of every month. We will conduct the board discussion from 5:00 to 5:30pm. The general meeting will begin at 5:30pm.
- **Semester speaker** - Since we were approved \$750 to cover speaking fees for a speaker, we will arrange a speaker, or speaker series for this semester. Lisa will reach out to, or research, the ODK speakers registry for potential speaking candidates. It was previously discussed that we might team up with NSLS for more planning or partnership to create a series.
- **Social events** - the board voted to increase social gatherings this year and gauge participation. The first in the series will be a Zoom Happy Hour, to be scheduled at the next regular meeting. We will attempt to schedule a Summer Alumni Picnic! However, while we will be trying to get alumni to attend, we really want current members to show up too to meet and network with former ODK members. It was noted that when campus opens up again, or if we try to have a happy hour at a bar, we will need to fill out a UB form prior to the event for approval.
- **Social Media** - We have a Facebook page [<https://www.facebook.com/odkub/>] that Anthony and Lisa have admin privileges to. Kim or Lisa will establish and maintain (until such time that someone else takes it over) an Instagram presence for our Circle.
- **Stone Ethical Leadership Challenge** - Cory will reach out to Tim Reed for more information about what is required during the challenge and what we would need to do to participate.
- **Tapping** - UB is not really steeped in traditions, but given that ODK is traditional, we want to implement a reform to Tapping here at UB beginning with public announcements in class for new inductees (before we notify them of their acceptance). This will require coordination and permission from the teaching staff for a small part of their class time to congratulate and recognize new members. Cory will draft a script for tapping and present it to the general membership. The bare minimum will be a phone call to the new candidate welcoming them to the Circle. Using the email as a last resort. The board unanimously agreed that it was too impersonal.
- **Volunteer Events** - Anthony has insight into a potential virtual volunteer event with Meals on Wheels where we would be calling MoW recipients and basically just chatting with them. More information from Anthony at the next meeting.

## Official Votes

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**To have a Local or National virtual initiation:** Local - 3, National - 0

**To waive local due collection for the Fall initiates:** Yes - 0, No - 3

**To use ODK funds for Officer Stoles to be used during initiation ceremonies:** Yes - 0, No - 3



To hold a Fall Semester ODK Zoom Happy Hour: **Yes - 3**, No - 0

## To Do

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**Note: Only line items with dates, have express due dates.**

### **All Board Members**

Read current bylaws and assess for updates

Send Anthony email and phone number for MMS access

Review national ODK circle profile for update suggestions

Buy (or find) Academic Honors Stole for initiation ceremony (and graduation)

Ongoing - draft positional turnover document.

Find and talk with one new candidate

### **Anthony - Circle Coordinator**

Add board to MMS

Confirm with Shirley to become our new Faculty Advisor

Meals on Wheels volunteer opportunity

### **Lisa - President**

ODK Speaker

Instagram (with Kim?)

Reach out to Alumni to invite to initiation(s)

### **Kim - Treasurer**

Contact Alumni Assoc. for promotional items supplier

Instagram (with Lisa?)

Contact NSLS about partnering for leadership speakers/seminars/courses.



## **Cory - Secretary**

Draft ODK Constitution

Reach out to facilities for process in updating the 9/11 garden when campus opens (forms, approvals, assistance, etc)

Reach out to surrounding circle leadership to open a channel of dialogue

Contact Tim Reed about Stone Ethical Leadership Challenge and what we would need to do for a regional conference.

## **On Hold/Unassigned**

Lisa - gather past dues/fees (proceed when we have a viable way forward)

??? - Send out email after next meeting about mentorship interest after discussing with those that have attended.

??? - Contact a speaker for initiation in November.

??? - Contact and order ODK HQ for Official Stationery and ODK thank you cards/envelopes.

## Next Meeting

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The next meeting is scheduled for the third Friday of September. Beginning at 5pm for the board, and 5:30pm for general membership - the board meeting is not closed.

## Next Meeting Agenda Items

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- Ice Breaker / Meet-n-greet
- Review and approve minutes
- Old Business & To Do list completions
- New Business
  - Garden Committee?



# Adjournment

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The meeting was adjourned at 7:20pm

