**NOTIS Board Planning Meeting Minutes**

**December 15, 2016**

**Board members present:** Brooke Cochran, Sofía Gracía-Beyaert, Shelley Fairweather-Vega, Julie Wilchins, Mary McKee, Maria Farmer, Kathryn German, Elise Kruidenier, Lindsay Bentsen, Olga Cuzamanov, Luisa Gracia

**Call to order** at 7:06 pm

**Agenda approved**

**Approval of minutes from November 10 meeting**: approved with no changes

**President’s Remarks**

* Kathryn prepared materials for board member, including responsibilities vis-à-vis ATA

**Election of Officers**

* Shelley nominated Elise as president. Seconded and elected.
* Elise nominated Shelley as VP. Seconded and elected.
* Julie nominated Mary as secretary. Seconded and elected.
* Julie nominated Lindsay as treasurer. Seconded and elected.

**Document Retention**

* We’ll have Naomi scan corporate and tax documents, meeting agendas, meeting minutes, annual reports.
* Kathryn suggests making policy document about our document retention practices – how long to keep various things.
* Going forward, maybe we’ll retain monthly meeting committee reports for two years. Or if they contain something important, then we’ll ask people to ask for them to be explicitly incorporated into the minutes.
* Lindsay will draft document retention policy. Julie will email her draft policies, my suggestions for timelines.

**Meeting adjourned at 7:41 pm**