

Board Meeting Agenda, April 7, 2016

Call to Order

Check-In and Announcements

- Around the room for introductions and any announcements

Reports from Officers

President

- Office space visits (ended)
- submitted Communities Foundation of Texas LOI

Secretary

- Approve minutes from March 3, 2016, meeting

Treasurer

- Treasurer report, March 2016
 - beginning balance bank: \$12,938.22 + cash \$156.32 = \$13,094.54
 - donations \$77.88; expenses \$234.12
 - end balance bank: \$12,754.98 + cash \$183.32 = \$12,938.30 (-156.24)

Committee Reports

- Healthcare committee report
- Anti-violence committee report
- Prison services committee report

Unfinished Business

- Any unfinished Board business

New Business

- Discussion: renting an office and insurance
- TPI member commit form (see following)
- Decision-making chart (see following)
- Bring up any new business the Board needs to address

Open End

- Any open end discussion?

Adjourn Board meeting

Trans Pride Initiative Member Commit Form

Thank you for making a commitment to help with the important work at Trans Pride Initiative! The Member Guide contains the general information you will need to understand the work that Trans Pride is doing. A digital copy of the Member Guide can be found online at tpride.org, under the "About > Membership" menu item, and you may ask other team members, team leaders, and staff for additional information.

Team/Committee Member Commitment

By signing this commitment, I agree that I have read and understand the Member Guide, and that I have discussed to my satisfaction any questions about commitment with my new team members and team leaders.

By signing this commitment, I agree that I support the mission of Trans Pride Initiative, and that I will work for at least one year on the team or teams I am joining.

Finally, by signing this commitment, I agree to follow the principles and procedures under which Trans Pride Initiative operates, and to work respectfully and collectively with my team members and the rest of the participants in the collective.

Teams/Committees I am joining and
hours per week/month I am committing

Date

Signature of new member

Printed name of new member

Signature of existing team member

Printed name of existing team member

Decision-Making Table

The following table provides a guide to how updates, changes, and decisions are brought up, examined, and approved at TPI. There is generally a group or segment of those involved that should be responsible for initially working out and defining a proposal, there are others who will be affected by changes and thus need to be consulted for input, and there is a group that should have a broad understanding of the impact and can make the final decision.

Although a specific TPI group may be responsible for introducing a proposal, any member may suggest a proposal to the appropriate team, committee, or other group and work with that group to develop a proposal for consideration.

Table codes:

- ① – The TPI group (usually a team or committee) that introduces a proposal.
- ② – These groups should be consulted before an action or during the proposal development.
- ③ – This team or committee provides final approval or the action or vote on the proposal.

Coll – Collective

S – Staff

B – Board

CT – appropriate committee(s) or team(s)

FT – Fundraising Team

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Position development, messaging, and communication			
Updating the mission, vision, values	Coll	Coll	Coll
Taking a position on a significant issue	CT or S	B & CT	B
Messaging and written communication (fast turnaround)	CT or S	S	S
Other communications strategy	CT	B & S	Coll
Organizational Goal Setting and Planning			
Organizational goals and program planning process	Coll or CT	B & CT & S	Coll
Team work plan development	CT	CT & S	Coll
Committee level projects (within budget)	CT	CT & S	CT
Committee level projects (requiring funding)	CT	CT & FT & S	B
Financial Planning			
Fundraising strategy	FT	B & Coll & S	Coll

Table 1. Decision Responsibilities

Task or Function	Decision-Making Role		
	①	②	③
Monitoring and reporting a financial situation	CT or S	CT & S	B
Developing an organizational budget	CT or S	CT & S	Coll
Responding to a cash flow problem	CT or S	CT & FT & S	B
Deficit/shortfall planning	FT	S & CT	B
Planning and Care of Human Resources			
Personnel policies development and changes	Coll	B & S	Coll
Member guide development and changes	Coll	B & S	Coll
Evaluating staff performance	Coll or CT	CT & S	B
Hiring and termination	CT or S	CT & S	B
Resolving organizational conflicts	CT or S	B & S	Coll
Grievance process development and changes	CT or S	S & B	Coll
Resolving grievances	Any member	B & CT & S	B
Board development and board care	B	S	Coll
Program Level Decisions			
Giving support to other organizations (financial endorsements of allies, offering labor)	CT or S	S (<\$50) FT (>\$50)	B
Choosing partners for long-term efforts	CT or S	B & CT & S	Coll