

**ASSOCIATION OF ESD PROFESSIONALS
4601 FAIRFAX DRIVE, STE 1200
ARLINGTON, VIRGINIA**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
FEBRUARY 18, 2022, 7:30 P.M. ET**

BOARD DIRECTORS:

Julie Harmon	President
Sally Johnson Van Wright	Secretary
Michele Elefante	Director
Michael Peñafiel	Director
Onyemma Obiekea	Director (from 9:00 p.m.)

GUESTS:

Samantha Waterman	Executive Director
Sheila Watson	Manager of Program Development (until 9:01 p.m.)
Lauren Long	Recording Secretary, Minutes Solutions Inc.

ABSENT:

Faye Henry	Treasurer
Magdalena Diaz	Director

1. CALL TO ORDER

There being a quorum, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 7:46 p.m. ET.

2. APPROVAL OF PREVIOUS MINUTES

On a motion duly made, it was resolved to approve the minutes of the meeting held on January 21, 2022. Motion carried.

3. BOARD INFORMATION ITEMS

Board information items were included in the Executive Director's report. Items requiring further elaboration are outlined below.

a. Report from Executive Director

- i. **Membership:** The Association has 16 voting members so far. Plans to increase membership through various marketing strategies are in the works. S. Waterman recommended that the Board creates an organizational-level membership in order to incentivize organization staff and other team members to become members. She suggested that entities like ESD Global, IMPACT, and Power of XYZ would be great candidates for that type of membership. She said that Tasha Ina Church had been instrumental in laying out a plan for organizational membership.
- ii. **Black History Month:** Power of XYZ is designing materials for Black History Month on the association's website, there will be features in the newsletter, and the

February blog is dedicated to celebrating it, as well.

iii. **Communications and Events:** Tasha Ina Church has been contracted on a month-to-month basis to work on communications projects.

- 1) S. Waterman reported that she will send e-mails out to ESD leaders providing an introduction to the Association of ESD Professionals and asking to learn more about each ESD leaders' organization.
- 2) S. Waterman reported that the first ESD mixer, hosted by S. Watson, was successful and provided an opportunity for ESD professionals and those in the field to engage and network. ESD mixers will continue to be held on the second Thursday of every month.
- 3) S. Waterman reported that she will be asking Board members to participate in future events where she will interview or otherwise provide a platform for Board members to discuss topics related to their areas of expertise.
- 4) **ACTION:** S. Waterman will circulate a list of ESD-related events to Board Directors for their feedback.

S. Waterman reported having a 54-item list of ESD and violence-prevention-related events, including academic and non-academic events, most national or international. S. Waterman requested that Board directors review the list and mark which events they believe would be of interest to ESD professionals.

iv. **Credentialing Program:** S. Waterman reported that once the code of ethics is approved, S. Watson will be able to finish drafting the exam. The psychometrician has been very helpful, answering a lot of questions for S. Watson and S. Waterman and also providing tips regarding the structure of the exam and the nature of question types and questions. The psychometrician's help will ensure that the exam questions are written and the exam is structured in such a way to create a fair exam. In addition, with the psychometrician's help and the Board's votes tonight, staff is ready to prepare the exam application and have it ready when the exam is ready. Preparation will also be made for promoting the exam with adequate time for interested participants to register.

v. **ESD Leadership Meeting:** S. Waterman reported that there has not been an ESD Leadership Meeting in a while.

- i. **ACTION:** S. Waterman will schedule the next ESD Leadership Meeting for March 2022.

vi. **HR Matters:** S. Waterman is in the process of searching for the right candidate to fulfill the position of Executive Assistant. Tasha Ina Church has been contracted on a month-to-month basis to work on communication projects. There will be a need for a Director of Communications in the future.

4. COMMITTEE REPORTS

a. Ethics Committee Update

- i. S. Van Wright provided an update regarding the Ethics Committee. The Ethics Committee has been working together via Google Drive on the draft code of ethics.
- ii. M. Elefante noted that it is important to adopt a global language when writing the code of ethics.
- iii. S. Waterman requested that the Ethics Committee prepare a list of sources used to create the code of ethics so she can compile an official citation list.
- iv. **ACTION:** M. Elefante will send S. Waterman the final draft code of ethics for editing, and S. Waterman will send the edited copy back to M. Elefante.

- b. **Credentialing Update:** The Board agreed that all Board directors should be members of the Association of ESD professionals.

5. ACTION ITEMS

a. Credentialing Exam Application Pre-Requisites (Required)

- i. On a motion made by S. Van Wright, seconded by J. Harmon, it was resolved to require that, on the credentialing application, candidates attest that they have read and understood the Association Code of Ethics and that they agree to abide by it. **Motion carried.**
- ii. On a motion made by J. Harmon, seconded by M. Peñafiel, it was resolved to require credentialing applicants to get certified in First Aid/CPR and to submit a copy of their certificate with their application. **Motion carried.**
- iii. On a motion made by J. Harmon, seconded by M. Elefante, it was resolved to require credentialing applicants to submit their resumes or CVs. **Motion carried.**

b. Credentialing Exam Application Pre-Requisites (Not required, strongly recommended)

- i. On a motion made by J. Harmon, seconded by S. Van Wright, it was resolved to strongly recommend that credentialing exam candidates fulfill the following ESD education and/or experience prior to applying to take the exam:

A minimum of 100 hours of ESD education and teaching experience, combined:

- (1) ESD Education = No minimum
- (2) Teaching ESD = Minimum of 50 hours
- (3) Physical Self-Defense Skills = No Minimum and 25-hour maximum (*maximum of 25 hours can count towards the 100-hour requirement*)

Motion carried.

c. **Length of Exam**

- i. On a motion made by J. Harmon, seconded by S. Van Wright, it was resolved to change the length of the exam from approximately 5 hours to approximately 3.5 hours. **Motion carried.**

At the November 5 meeting, the Board voted that the exam would be an approximately 5-hour exam. S. Waterman reported that the psychometrician advised that the exam be no more than 3.5 hours (not counting accommodations for extra time).

d. **Create Advisory Council of Experts**

- i. On a motion made by J. Harmon, seconded by M. Elefante, it was resolved to approve the creation of a standing Advisory Council of Experts (the Council) and to design the Council as indicated in the Agenda Item. **Motion carried.**
- ii. **ACTION:** The Board will amend Item No. 8 in the agenda to change “10-12 people on the Advisory Council” to “10-12 people initially on the Advisory Council”, noting that the Council can be expanded.
- iii. On a motion made by J. Harmon, seconded by M. Elefante, to permit Board directors to participate on the Advisory Council of Experts, it was determined that it would be a conflict of interest for Board directors to participate on this Council and **the motion did not carry.**

e. **Marketing: Create Organization-Level Membership**

- i. On a motion made by S. Van Wright, seconded by M. Peñafiel, it was resolved to create an organizational-level membership (called “Organizational Membership”) and direct staff to design the details in line with the example provided in the agenda. **Motion carried.**

6. **BOARD DISCUSSION**

- a. **Expanding the Board:** S. Van Wright reported that she had a chance to review the survey with a proposed set of defining criteria for future Board nominees and agreed with the majority of the items on the survey.
- b. **ACTION:** S. Waterman will send out a new scheduling survey to Board directors regarding their preferences for the April meeting and for availability, generally. S. Waterman will email the Board when a date for the April meeting has been chosen.

7. **NEW BUSINESS**

- a. **Nominating Committee:** On a motion made by J. Harmon, seconded by M. Peñafiel, it was resolved to create a nominating committee to lead the process of expanding the Board and membership. **Motion carried.**
 - i. J. Harmon and S. Waterman suggested that J. Harmon chair the committee. S. Waterman suggested that M. Diaz become a member of the Committee since she is not active on any committees yet. There was general agreement with the caveat that M. Diaz, who was not in attendance at this Board meeting, would have to consent. M. Peñafiel volunteered to become a member of the Committee. If M. Diaz agrees to

become a member of the Committee, it will be comprised of J. Harmon, M. Diaz, and M. Peñafiel.

- b. **ACTION:** J. Harmon will contact M. Diaz to request that she join the Nominating Committee.

8. **NEXT MEETING**

- a. The next meeting will be held on **March 19, 2022, at 10:00 a.m. PT/1:00 p.m. ET.**

9. **ADJOURNMENT**

With no further business to transact, the meeting was closed at 9:21 p.m. ET.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the members of the Association. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Sally Johnson Van Wright
Board Secretary

Date