

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
APRIL 30, 2021, 7:30 P.M. ET**

BOARD MEMBERS:

Julie Harmon	President
Sally Van Wright	Secretary
Michele Elefante	Director
Michael Peñafiel	Director
Onyemma Obiekea	Director

GUESTS:

Samantha Waterman	Executive Director
Cassidy Civiero	Recording Secretary, Minutes Solutions Inc.

REGRETS:

Magdalena Diaz	Director
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1. CALL TO ORDER

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 7:41 p.m. ET. by J. Harmon, acting as Chair.

2. APPROVAL OF PREVIOUS MINUTES

On a motion made by Michael Peñafiel, seconded by Michele Elefante, it was resolved to approve the minutes of the meeting held on April 30, 2021. Motion carried.

3. BOARD INFORMATION ITEMS

Report from Executive Director

Strategic Plan: Samantha Waterman is working on the strategic plan for the Association, which will be presented to the Board for review and will be uploaded to the website once completed. Julie Harmon asked where input is being sought for the strategic plan. Samantha Waterman responded that she's working on an outline but that the Board and advisory councils will weigh in throughout the process.

Logo and Website: There is now a logo for the Association and the Power of XYZ, the ESD-specific design firm, is being used to design the website. Samantha Waterman will create content for the website and will enlist some help, as well. The website is expected to be launched mid-June 2021 and the URL will be www.esdprofessionals.org.

ACTION – Board members will submit biographies and photographs to Samantha Waterman for the website.

Julie Harmon asked whether the Board should have approved the cost for web design. Samantha Waterman responded that they have quoted lower than expected and this was a minor cost, therefore it was not brought before the Board.

Budget: The budget was shared with the Board, at \$350,000 for the year. Two installments of the loan from Yudit have been received, and the last will be the largest. Julie Harmon asked whether the Board should have voted on expenditures over \$25,000, such as the Project Manager included in the budget at \$43,000 for this year. Samantha Waterman confirmed that large expenditures will be brought before the Board, excluding salaries, and consultant contracts are in the budget as an estimate (this one is month-to-month at \$4,800).

Board Treasurer Search: Samantha Waterman is finding a Treasurer for the Board. She has reached out to organizations and a board consultant, but she encouraged the Board to reach out to her with recommendations if they know someone with a financial background.

Staffing: Sheila Watson will soon become an employee of the Association as Manager for Project Development. Samantha Waterman will draft a job description for an outreach and communications person next week.

Application for Tax-Exempt Status: IRS Form 1024 has been filed.

Insurance For and By the Association: Samantha Waterman has been working with an insurance agent to finalize the insurance, including officers and director's insurance. She has also been working on the insurance that will be provided by the Association. Julie Harmon noted that business insurance provided by the Association should also be sought.

Measurements Commission: The Measurements Commission has been formed and Jelena Nolan-Roll is chairing the Commission. There should be a report from the Commission in June 2021. Everyone on the Commission is sharing ideas and information on how best to measure the efficacy of ESD and violence-prevention techniques.

Pilot Study: Julie Harmon is conducting a pilot study on the participation, or lack of participation, of black women in self-defence and ESD. Julie Harmon has conducted 50 interviews and another staff member has submitted another 50 interviews; the goal is to have 200. A pilot ESD curriculum for women of colour will be created for launch around January 2022. Onyemma Obiekea noted that populations from different regions would have different responses and the study could be expanded.

Code of Ethics and May 10 Meeting About Association: Samantha Waterman has been participating in monthly calls from the Facebook Self Defense Discussion Group. A code of ethics will be created and brought to the Board for approval. There will be a meeting on May 10, 2021 with the Self Defense Discussion Group to discuss the Association. The Board agreed to have a debriefing call following the May 10, 2021 meeting and to send the Board members who do not attend a brief overview of how the meeting went.

Survey: Sheila Watson has created a three-question survey about which benefits members feel would be useful from the Association.

ACTION – Julie Watson will provide feedback about the member survey to Sheila Watson.

Collecting Data: Data collection is ongoing regarding the number of ESD professionals and organizations in the US. Sheila Watson is undertaking this process, and an intern has been assisting her. Eventually, the number of ESD professionals all over the world will be sought.

Certification Program: Conversations are ongoing about the Certification Program and why it is needed. The administering body will be the Association and an exam, a committee, and an advisory council will be implemented.

Sally Van Wright asked whether there should be a distinction between certification and licensure. Samantha Waterman likes this idea, as certifications now are equivalent to degrees; however, there could be legal issues around the term licensure. Samantha Waterman noted that “credential” could potentially be used. This is meant to be broad and apply to everyone; specialties can be sought in future. Samantha Waterman will also investigate whether the term licensure could be used.

Michele Elefante noted that, for those who are not already certified, they will get credentialing from the Association, and for those who are already certified it adds to their certification. She proposed using the term “credentialing” instead of “certification.” Samantha Waterman noted that it would be ideal if the term certification could be used, but understands that it is the term currently used by many ESD programs. Michael Peñafiel asked whether the term credentialing could be used now and then changed after a certain amount of time, so that people who have been doing this for decades should not feel like they need to be re-certified. Julie Harmon agreed that there must be reciprocity.

There was general agreement that the Association program would be called a credentialing program rather than a certification program.

4. ACTION ITEMS

Creation of Board Committees: Samantha Waterman noted that Committees can be created over time rather than creating them all during this meeting. Sally Van Wright requested that a Dropbox or Google Drive folder be created to share Board documents, as she could not find the agenda with the committee information prior to the meeting.

ACTION – Samantha Waterman will create a folder in a filesharing application to upload meeting documents going forward.

Michael Peñafiel volunteered to Chair the Credentialing & Continuing Education Committee. Sally Van Wright and Michele Elefante will both sit on this Committee. Julie Harmon will be an ad-hoc member of this Committee.

Michele Elefante volunteered to Chair the Ethics & Conduct Committee. Onyemma Obiekea and Sally Van Wright will both sit on this Committee.

Magdalena Diaz will be asked to Chair the Membership Committee. Michael Peñafiel and Julie Harmon will sit on this Committee. Determining dues and recruitment will be a large part of the Membership Committee’s responsibilities. Samantha Waterman noted that people could be members without certification or get certification without being a member; the two are not synonymous.

Samantha Waterman suggested that Onyemka Obiekea Chair the Communications & Legislative Affairs Committee in future.

The Finance Committee will be chaired by the incoming Treasurer, and a large part of the Committee's purview will be auditing, therefore creation of this Committee was deferred.

Every Board has an Executive Committee comprised of the Chair, Secretary, and Treasurer. Committee assignments is one of the largest parts of this Committee's responsibilities. Julie Harmon noted that the Executive Committee could be comprised of all Officers as a Committee-of-the-whole. Work to be performed between Board meetings would be undertaken by the Executive Committee.

Association members can, technically, serve on the Committees; however, the Committees are responsible for oversight and so having non-Board members on Board Committees would be confusing. Advisory Councils are specifically made for the participation of Association members who are not Board directors.

The Committees should meet once per month.

5. **NEXT MEETING**

Board meetings will be held on the last Friday of each month.

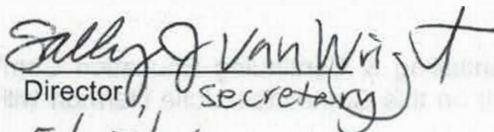
The next Board of Directors meeting will be held on May 28, 2021, at 7:30 p.m. ET.

6. **ADJOURNMENT**

On a motion duly made and carried unanimously, it was agreed that there was no further business of the Association to transact; the meeting was closed at 9:32 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.



Director, Secretary
5/25/21

Date