**BOARD OF DIRECTOR MINUTES**June 23, 2020 Special Meeting

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 3:02pm.
	1. Roll Call
		* Board Members: Chonburi Lee, Bridget Mealman, Janie Yang, Kinley Vang, Terence Jones
		* Ex-Officio: Bao Vang
		* Guests: Stephanie Steen, Mai Ka Yang, Shannon Hiz, Stephanie Wheelock
	2. Call for Board Conflict of Interest Disclosures: None
	3. Board Virtual Meeting Expectations: Bridget Mealman went over virtual meeting expectations and ensured all board members could hear each other.
2. **Review Agenda**
	1. Reviewed today’s agenda.
	2. Terence Jones motioned to approve the agenda as amended. Seconded by Chonburi Lee.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Consideration for Approval for the Executive Director Contract**
	1. Offer has been accepted by the top Executive Director candidate, Kevin Xiong.
	2. A linear regression was conducted to determine the Executive Director’s final salary amount.
	3. Kevin Xiong will start full time as the new Executive Director on August 17th, 2020. Beginning July 1st, Kevin will work 5 hours per week.
	4. Terence Jones motioned to approve the Executive Director Contract. Janie Yang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Discuss the CEO Performance Review**
	1. Reviewed the CEO Evaluation Form.
	2. The Board of Directors will complete the CEO Evaluation Form on Bao Vang. Once evaluations are completed, they will be forwarded to Human Resources.
	3. Terence Jones motioned to approve the evaluation process, the evaluation tool and the process being that 1) each Board member will complete the tool and submit it to HR, 2) HR will compile the results and share those with Bridget and Bao, and 3) results will be discussed at the next July meeting. Janie Yang seconded.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
1. **Adjourn (*Action*) -**  An additional special meeting has been scheduled for next Friday, June 26th, 2020 to review and approve the amended Friends of Education (FoE) contract. Chonburi Lee motion to adjourn the meeting at 7:44pm. Kinley Vang seconded the motion.

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| B. Mealman | Yes |
| K. Vang | Yes |
| C. Lee | Yes |
| J. Yang | Yes |
| T. Jones | Yes |

* 1. Motion passes.
	2. Bridget Mealman, Board Chair adjourned the meeting at 3:38pm.