# NDI Spring Board Meeting – 02/08/21, 12:00pm-2:00pm ET

### NOTES:

1. Welcome and roll call (Mike calls the meeting to order at 12:05pm ET.)
	1. In attendance: Mike, Susan, Jessica, Kamilah, Paula, Janet, Oscar, Alex, Wil, Andrew, Dan, Tom, Liz
	2. Absent: Sindy
2. Approve the minutes from the last meeting (December 14, 2021) (5 minutes)
	1. Alex makes a motion to accept the minutes, and Janet seconds the motion. The minutes are accepted.
3. Financials and forecast (10 minutes)
	1. Susan gives an overview of the three financial documents based on December 2021 numbers.
	2. Paula wants to know about new hires for 2022, specifically whether or not the money for those new hires was already in the budget? Tom responds that the money is indeed already in the budget. On a related note, Andrew wants to know how NDI recruits talent. Tom responds that NDI primarily uses NDI website, Idealist, LinkedIn, word-of-mouth.
	3. Tom adds that NDI is still waiting to hear back from Citi, Wells Fargo, and JPMorgan Chase on funding for 2022, while unexpected projects landed include the State of Massachusetts and the CFPB.
	4. Oscar wants to know if it would be prudent to set a goal for having a certain amount of cash reserves for future volatility. Susan agrees that these would be good questions to think about going forward; Mike says he will add this topic to the agenda for the next Executive Committee.
	5. Janet makes a motion to approve the financial report, and Wil seconds the motion. All are in favor; none is opposed. The financial report is approved.
4. Projects and policy update (15 minutes)
	1. Tom withholds policy updates until the next meeting due to time, and he introduces the NDI staff members to discuss their projects.
5. ADEN (Mary Lynn and Kevin Nickerson) (20 minutes)
6. CDICD (Michael Roush with Janet’s assistance) (20 minutes)
7. Action item around ADEN (5 minutes)
	1. Paula suggests that we add ADEN outcomes to website and develop a graphic that illustrates growth. The board wants some human-interest stories (which are on the website currently under “success stories”).
	2. Kamilah, Paula, and Mike wonder if the protagonists of the human-interest stories could become “ADEN Educational Ambassadors” and become featured in NDI podcasts in the future.
8. Q&A (including reminder of next meeting for April 12, 2021) (15 minutes)
	1. The Executive Committee hopes to provide more outreach to new board members; they are planning a new members’ virtual event (proposing 3/8 5:30 EST with a backup option of 3/9 at 5:30 ET).
	2. Tom and NDI staff will set up a board portal on the NDI website; Tom reports that the portal is more complicated that initially anticipated. In addition, there will be a few changes to NDI website’s homepage (e.g. success metrics, events).
	3. Mike wants to know how other members liked the format of the meeting today.
		1. Andrew likes the “deep dive” staff presentations.
		2. Paula, Alex, and Oscar like the two-hour time block.
		3. Alex likes the deep dive into two programs, specifically with 20 minutes for each, plus 10 minutes of Q&A after each.
		4. Oscar sees the two-hour block as a way to create follow-up action items and collaboration with the NDI program staff.
	4. Mike wonders if a follow-up email with action items might be helpful. Jessica and others like this idea.
9. Adjournment (Mike adjourns the meeting at 2:01pm ET).