



COUNCIL OF
SUPPLIER DIVERSITY
PROFESSIONALS

ATTENDEES

MEETING DETAILS

NAMES	PRESENT		NAMES	PRESENT
Teresa LeFevre	X		Ken Doherty	X
Art McClellan	X		Therissa Allen	X
Chris Cooley	X		Brian Moore	X
Candice Sams			Duane Green	X
Sherry Diccion	X		Lynn Garrison	
Courtney Quenneville	X			


Date: 9/27/2024

Time: 11 am Eastern

Location: Microsoft Teams

ADMINISTRATION

Organized by Chris Cooley


 2024-Board-Meeting
 -Agenda_7-26-24.ppt

Attachments:

Agenda

Time (75 min)	Topic	Discussion Leader	Desired Outcome
1 min	Welcome	Teresa LeFevre	
2 min	Roll Call	Teresa	Record Attendance
2 min	Review Mar '24 Board Meeting Minutes	Teresa	Present & Approve
15 min	Election Process	Brian	Review process and terms
60 min	Committee Action Items		
	Membership	Lynn Garrison	New business
	Finance	Ken Doherty	Budget Updates
	Technology	Duane Green	Website
	Program	Therissa Allen	'24 Calendar & Retreat Update
	Marketing – Brand Guidelines	Courtney Quenneville	Status update and next steps
	Governance	Brian Moore	Updates
10 min	Roundtable	Teresa LeFevre	

ACTION ITEMS	OWNER	DATE
Review current process / Create process for how a person who might win multiple positions Theresa, Eric, Ken, Duane and go through the details of what worked will in the past / opportunities. Knowledge transfer. Factors for decide what the process for calculating eligibility needs to be identified	Brian	Week of October 7th
Duane will inquire on the storage limit, how far back do we go back, what do we archive. Ken, Duane connect with Brian on this topic	Duane	TBD
Identify what is going down to NMSDC and who will manage the CSDP items (promotional, banner, swag, etc)	TBD	TBD

MEETING MINUTES

Welcome / Roll Call	<ul style="list-style-type: none"> • Need to add in the NDA • Request for slide decks from membership meeting
Review Prev Board Minutes	<ul style="list-style-type: none"> • No topics brought up
Election Process	<ul style="list-style-type: none"> • Week of Oct 7th for meeting to plan the election • Beginning of term will start in January • ACTION ITEM: Review current process / Create process for how a person who might win multiple positions • Brian: Theresa, Eric, Ken, Duane and go through the details of what worked will in the past / opportunities. Knowledge transfer. • What happens when you are nominated by someone else • Process: <ul style="list-style-type: none"> • Send out membership list: Ken shared the member list. • Nomination process: <ul style="list-style-type: none"> • Qualtex is the software proposed for nomination process • Survey would go out with the list of current members populated by Ken • A CSDP member can submit multiple candidates for the same position by submitting multiple, independent submissions, should they want • Should a person be nominated for several positions, that person would need to decide which one position they would want to run for • Factors for deciding what the process for calculating eligibility needs to be identified • Future meeting needed to review / define
Committee Action Items	
Membership	<ul style="list-style-type: none"> • No updates
Finance	<ul style="list-style-type: none"> • Healthy Shape

	<ul style="list-style-type: none"> • ~\$2,000 surplus
<p>Technology</p>	<ul style="list-style-type: none"> • Website review from the perspective of a member • Trillium is the platform • CSDP Application will reside online. Information will be stored • Professional Development and Programs will split out in 2025/2026 • CSDP Events <ul style="list-style-type: none"> • Historical events presentation to be reviewed for both external and membership • Let's make sure there are future events for the year like membership • When you register for an event you will receive a meeting invite • List of external events <ul style="list-style-type: none"> • Discussion about creating a calendar for upcoming events <ul style="list-style-type: none"> • Review permission structure for who can add • Create a location where all events regardless of size. Today it is an excel file • Who owns the excel list • Ken: "I have confidence" (Sound of Music) in the options in the website • Someone needs to monitor the list of activities • The contact submission goes to the email, but need to ID which chair will be responsible • Members review <ul style="list-style-type: none"> • Profiles for members will be available • Files & Folders for the committees • Duane will inquire on the storage limit, how far back do we go back, what do we archive
<p>Program</p>	<ul style="list-style-type: none"> • Holiday event: trying to navigate the budgets. <ul style="list-style-type: none"> • Don't have dates nor venues at this moment • Luncheon / Dinner: must be scheduled before date December 13th • Update the calendar send out meeting notice. Looking good for January and February • November meeting: <ul style="list-style-type: none"> • Have started to review. • Please ensure that we bring Diverse Suppliers into the group with purposeful outcome. • STEAM: women from pitch competition (Lab Drawer, WBENC certified) <ul style="list-style-type: none"> • Open call to speakers that can come to speak to the group • Sends out Science Kits • La Bomb Tacos: Another suggestion • Princess (former Kelly): request to extend the meeting to include Kelly associates to the meeting. Open to CSDP members • Nedra does a Supplier Diversity podcast: https://podcasts.apple.com/us/podcast/diversity-rewired/id1733906584
<p>Marketing – Brand</p>	<ul style="list-style-type: none"> • Changed name to Marketing Communications • Invite for reception for NMSDC • Retreat; need specifics to coordinate • CSDP Booth at NMSDC: Postcards to be used give-a-ways. Pop-up banners. <ul style="list-style-type: none"> • Who will own pop-up banners

	<ul style="list-style-type: none">• Need to ship the CSDP banner to the social event• Getting booth items is a CSDP responsibility as we don't have a logistics person.• Review what items need to be identified<ul style="list-style-type: none">• Table top banner vs full banner• CSDP will drop X (formerly known as Twitter) from our social media presence due to no traffic to our handle and conflicting views of our organizations.
Governance	<ul style="list-style-type: none">• No updates
Roundtable	<ul style="list-style-type: none">• No updates