**KEEN Board Meeting Minutes**

**September 23, 2016**

**Board members in attendance:**

Michael Black

Allen Blair

Randi Feltner

Jim Isaman

Jennifer McCleve

Jacob Riggs

**Call to Order**

**Review of Business Items**

Quorum was established

Review 2016 KEEN Workshop

* Board members felt workshop was a success
* Board discussed workshop evaluation survey results, see attached
* Board agreed to continue workshop partnership with Professional Development in 2017

Discuss Video Spot

* Board discussed the video taken from the workshop and how to develop it
* Jim Isaman plans to oversee the development work
* Jim Isaman is considering reshooting the Patty Dunaway video
* Board suggested that the video be used for two spots:
  1. KEEN Promotional Video to encourage KYTC staff participation
  2. KYTC promotional Video to explain what KYTC engineers do / why we love our jobs
* Jennifer McCleve volunteered to support the work as needed
* *ACTION ITEM: JIM ISAMAN WILL DEVELOP SPOTS FOR THE NEXT BOARD MEETING*

Alterations to Board Terms

* Board discussed that three (3) board positions should have ended in Spring 2015
* Board discussed that two (2) board positions should have ended in Spring 2016
* Board recommended that we alter the terms to accommodate the delay, extending several terms by one (1) year, and one term by two (2) years to get the rotation back on track.
* The Board voted and approved the recommendation and all members in attendance accepted altered terms, see attached board list
* *ACTION ITEM: JENNIFER MCCLEVE WILL ASK JEFF DICK TO REMAIN ON THE BOARD UNTIL SPRING 2017*

Review Board Applications

* Applications were relayed in advance of meeting
* Board had a brief discussion of applications
* Board voted and elected Justin Wallace and Zachary Neihof to the board replacing Nikki Boden and George Phelps
* *ACTION ITEM: JENNIFER MCCLEVE WILL NOTIFY NEW BOARD MEMBERS AND BOARD MEMBERS WHOSE TERMS HAVE EXPIRED*

Review Coordinator Applications

* Applications were relayed in advance of meeting
* Board had a brief discussion of applications
* Board voted and elected Emily Pooner KYTC Statewide Coordinator and Anthony Norman and KYTC Statewide Co-Coordinator
* *ACTION ITEM: JENNIFER MCCLEVE WILL NOTIFY NEW CO-COORDINATORS*

Board Appointments

* Board reviewed the by laws and recognized that the board membership is not full
* Board recommended that the SHE Office be asked to appoint a board member in compliance with the By-Laws.
* Board recommended that an additional voting board member be seated
* Board recommended that former Board Members Nikki Boden and George Phelps be offered opportunity to continue sitting on the board.
* Both actions were voted and approved by the Board.
* ACTION ITEM: JENNIFER MCCLEVE WILL MAKE THE REQUESTS OF ALL PARTIES.

**Action Items:**

* *JIM ISAMAN WILL DEVELOP SPOTS FOR THE NEXT BOARD MEETING*
* *JENNIFER MCCLEVE WILL ASK JEFF DICK TO REMAIN ON THE BOARD UNTIL SPRING 2017*
* JENNIFER MCCLEVE WILL NOTIFY NEW BOARD MEMBERS AND BOARD MEMBERS WHOSE TERMS HAVE EXPIRED
* JENNIFER MCCLEVE WILL NOTIFY NEW CO-COORDINATORS
* JENNIFER MCCLEVE WILL INQUIRE WITH THE SHE OFFICE AND FORMER BOARD MEMBERS ABOUT PLACEMENT ON THE BOARD