

**Board Meeting Minutes  
Pilates Method Alliance Board of Directors  
Wednesday, May 18, 2022  
11:00am to 12:30pm PST**

	TOPIC	DISCUSSION	ACTION ITEM	OWNER	DUE DATE
1.	Meeting Call to Order	Meeting called to order by Stella Hull-Lampkin at 11:05am.		Stella	
2.	Roll Call	In attendance: Stella Hull-Lampkin - President; David McMahan - President-elect/secretary; Eshael Johnson - Treasurer; Carla Harris - Executive Director; Directors – Moimusa Ahmadu, Everlea Bryant, Elizabeth Fullerton, Janet Gipson, Mary Holtschneider, Barbara Lauriat, Karolina Schmid. Invitees: Matt Entenza The session met quorum requirements. Left early: Esheal Johnson (-12:08pm; work conflict)		Stella	
3.	Approval of Consent Agenda	Documents in Consent Agenda: a) Minutes from April 2022 BOD Meeting  Karolina: Motion to vote on approval of consent agenda items. Everlea: Seconded motion for vote. Vote: 8 in favor, Barbara abstained, no opposed. Motion is passed.		Stella	
4.	Introduction of new Director	<ul style="list-style-type: none"> <li>• Introduction Janet Gipson <ul style="list-style-type: none"> <li>- New member appointed to the Board of Directors. Board appointment of Janet approved by the Board during the April BOD meeting.</li> </ul> </li> </ul>		Stella	
5.	General Council Introduction and Duties Overview	<ul style="list-style-type: none"> <li>• Introduction of Matt Entenza (Entenza Law Group) – new General Council for the PMA. <ul style="list-style-type: none"> <li>- Matt joined the meeting to introduce to the Board and give background and experience.</li> <li>- Review of legal responsibilities of the board: <ul style="list-style-type: none"> <li>o Governed by the laws of Florida and the IRS.</li> <li>o General Council has an obligation to the organization as a whole and not any individual. Purpose is to help prevent legal risk or problems.</li> </ul> </li> </ul> </li> </ul>		Stella / Matt	

		<ul style="list-style-type: none"> <li>○ Fiduciary Duties: <ul style="list-style-type: none"> <li>▪ Review and approve the PMA budget to verify that spending is in line with the organization's mission.</li> <li>▪ Review and approve the 990 Federal tax form.</li> <li>▪ Review any audit letters and help facilitate compliance.</li> <li>▪ However, being overdiligent of could present Directors to additional liability.</li> </ul> </li> <li>○ Duty of Obedience: <ul style="list-style-type: none"> <li>▪ Duty to the organization and the greater membership.</li> <li>▪ Working harmoniously for the greater interest of the organization's membership by fulfilling role as a Board Director.</li> <li>▪ Board of Director's role is organizational oversight and becoming involved to the level of employee.</li> </ul> </li> <li>○ Duty of Loyalty: <ul style="list-style-type: none"> <li>▪ Loyalty to the mission of the organization.</li> <li>▪ Directors are expected to attend Board and Committee meetings, contribute and participate for the overall wellbeing of the organization.</li> </ul> </li> </ul>			
6.	Operations Report	<ul style="list-style-type: none"> <li>● Overview of Operations <ul style="list-style-type: none"> <li>- Review of membership report.</li> <li>- 90/60/30-day renewal notifications to members and reminders when membership has expired.</li> <li>- Met goal of 41 Corporate Memberships.</li> <li>- Call for Board to help increase Corporate Sponsorships.</li> <li>- 68% of Expo Booths sold.</li> <li>- Early Registration for the Conference ends on May 31.</li> <li>- Committees will have a timeslot to do a Committee Information Meetings at Conference.</li> <li>- Board to be involved with New Member Orientation and First-timer's Coffee at Conference.</li> <li>- Annual Board Retreat scheduled immediately prior to the PMA Conference and Director attendance expected.</li> <li>- Pilates Day had 31 participating events in 6 countries.</li> <li>- Contractor Updates: Matt Entenza (Entenza Law Group) as General Council; Receiving proposals from CPA firms.</li> </ul> </li> </ul>		Carla	

		<ul style="list-style-type: none"> <li>- Carla is reviewing Cvent contracts with General Council.</li> <li>- Filed 2021 IRS tax extension.</li> <li>- Promoting members to use the PMA's online Job Board.</li> </ul>			
7.	Committee Reports	<ul style="list-style-type: none"> <li>- Membership Committee (Karolina / Everlea / Moimusa) <ul style="list-style-type: none"> <li>o Request additional social media support to guide member posts and activity. Carla advised any discussions to be in concert with the Communications team to keep branding consistent.</li> <li>o Committee meeting changed to 2<sup>nd</sup> Tuesday of the month.</li> <li>o Legacy Circle – Discussed creation of selection sub-committee. Dan will setup online application.</li> </ul> </li> <li>- Advocacy Committee (Mary / Elizabeth) <ul style="list-style-type: none"> <li>o Committee members creating writings on various topics for online posting.</li> </ul> </li> <li>Education Committee (David / Stella) <ul style="list-style-type: none"> <li>o Updating committee members on ITTAP and Research Forum.</li> <li>o Requesting consolidated list of which members are participating in various boards.</li> </ul> </li> </ul>		-	
8.	Committee Chair Appointment	<ul style="list-style-type: none"> <li>- Appointment of Janet Gipson as Conference and Events Committee Chair.</li> </ul> <p>David: Motion to ratify Stella's appointment of Janet Gipson as Conference and Events Committee Chair.  Elizabeth: Seconded motion for vote.  Vote: All in favor, no opposed. Motion is passed.</p>		Stella	
9.	Adjournment	<p>Elizabeth: Motion to adjourn board meeting.  Barbara: Seconded motion for vote.  Vote: All in favor, no opposed. Meeting adjourned at 12:27pm.</p>		Stella	

*These minutes submitted by David McMahan.*

*These minutes approved on 6/15/2022.*