5-20-2005

Minutes Board of Directors Meeting: May 20, 2005

The DaVinci Institute

Abstract

A meeting of the Board of Directors was held Friday, April 15, 2005 in the Oklahoma State Regents for Higher Education (OSRHE) Library Conference Room.
AGENDA
The DaVinci Institute

Oklahoma State Regents for Higher Education
May 20, 2005

I. Call to Order
II. Introduction of Guests
III. Approval of Minutes
IV. Financial Report (postponed till next month)
V. Update on Scholars
VI. Update from By-laws Committee
VII. Creativity Project Report
VIII. Strategic Planning Update
IX. Lecture Series Update
X. A+ Schools Update
XI. Old Business
XII. New Business
XIII. Adjourn
The DaVinci Institute
Board of Directors Meeting
Minutes
April 15, 2005

A meeting of the Board of Directors was held Friday, April 15, 2005 in the Oklahoma State Regents for Higher Education (OSRHE) Library Conference Room. President Jack Bryant called the meeting to order at 12:05 p.m. Other Directors and Advisory Board members attending were Tim Faltyn, Phil Moss, John McCarroll, Flo Potts, David Alexander, Mary Brodnax, Linda Tiller, Scott Hale, Kyle Dahlem, Billi Kaye Meacham, Jean Hendrickson, Susan McCalmont, and Terri Cummings.

Introduction of Guests. No guests attended the meeting.

Approval of the Minutes. Minutes of the March 25, 2005 meeting were approved as presented.

Financial Report. Treasurer Linda Tiller presented financial reports for the month of March. She explained that in accordance with Board action at the March 25, 2005 meeting approving creation and funding of a Da Vinci Restricted Account at BancFirst, the Restricted Account had been established and funded by a transfer of $10,000 from the Da Vinci Operating Account. This $10,000 transfer represents $5,000 received from the Clark and Wanda Bass Family Foundation and $5,000 from the Kerr Foundation. Funds from both the Bass and the Kerr Foundations are earmarked for the Scholars’ Program. As a result, the March Balance Sheet showed total assets of $34,700.58 with $10,000 of this amount in the Restricted Account and $24,700.58 in the Operating Account. Due to the transfer of $10,000 from the Operating Account to the Restricted Account, the Profit and Loss statement showed a net income of $7,927.30 for the month of March.

Organizational Issues:

a. D&O Insurance: Following a discussion of the need for Directors and Officers Liability Insurance coverage for Da Vinci Institute, John McCarroll moved to authorize Billi Kaye Meacham to proceed with securing the necessary coverage. Kyle Dahlem seconded the motion. Motion was unanimously approved.

b. 501C3 Status Advanced Ruling: Da Vinci Institute Advanced Ruling as a 501C3 will end on June 30, 2005. In order to receive a Final Determination of 501C3 status, Da Vinci will be required to provide certain information to the IRS within 90 days of the Advanced Ruling Period expiration date. This date is September 28, 2005. Tim Faltyn moved to make Da Vinci Institute’s 501C3 status permanent. Linda Tiller moved to add to Director Faltyn’s motion a “friendly amendment” that Billi Kaye Meacham work with Luton and Company, PLLC, to finalize Da Vinci’s 501C3 status. Phil Moss seconded the motion as amended. Motion carried unanimously.

c. Resignation Letter: Jack Bryant read with regret a letter of resignation from Dr. Michael Miles, Da Vinci Director representing Southeastern Oklahoma State University located in Durant. President Bryant remarked that the distance several directors were required to travel to board meetings in combination with their professional responsibilities, often made regular attendance at board meetings difficult. Discussion followed concerning meeting via teleconferencing. Director Moss stated that the Regents’ Offices have meeting spaces with electronic capability but also noted that receive capability at various institutional locations could preclude effective use of this format. He noted that meeting by conference call is another option. Video/telephonic meetings are authorized in Da Vinci Bylaws. It was agreed that these optional meeting formats should be pursued.
d. Membership Ad Hoc Review Committee: Tim Faltyn and David Alexander, co-chairs of the Membership Development Committee, will develop a membership dues structure to be implemented in 2006.

Bylaw Committee Report. The Executive Committee will identify an attorney to review the bylaws.

Spring Banquet Follow-up. Billi Kaye Meacham presented for Board review a preliminary report summarizing banquet attendance, sponsorships, in-kind contributions, revenue and expenses. After revision to reflect comments and additional information from board members, the report will be e-mailed to Directors.

Scholars’ Committee Report: Kyle Dahlem, Chair of the Scholars’ Committee updated the board on the status of the 2005 Scholars. Following discussion, the several suggestions were made concerning the Scholars’ program. These were:

a. Develop a meal cost policy for scholars’ guests who attend the Annual Banquet.
b. Develop a set of standards for 2003 and 2004 scholars concerning fulfillment of their obligations per the DaVinci Scholar Agreement.
c. Develop a policy for 2003 and 2004 scholars compensation based on fulfillment of their obligations per the DaVinci Scholar Agreement.
d. Revise 2006 application and application process to clarify the importance of “creativity” as a selection criterion.

Web Page Update. Scott Hale presented a proposal submitted by StapleGun that included a revised navigational map of the website, a cost estimate including a hosting fee, and their interest in becoming a DaVinci corporate sponsor. Following discussion, the Board determined that the cost seemed somewhat high and decided that other alternatives be explored. Alternatives suggested included (1) development of an RFP to submit to other website developers and (2) development of the website by appropriate students at various member institutions. It was suggested that Phil Moss assist with the development of the RFP. Concern was expressed about maintenance and hosting if students designed the site.

Strategic Planning. The Strategic Planning meeting will be held Friday, June 17. The Executive Committee will meet during the morning at Linda Tiller’s home in Norman. The Board of Directors will meet during the afternoon at the Sarkey Foundation offices also located in Norman. Frank Merrick will facilitate the planning. Specific times and other arrangements will be determined and Directors will be notified.

Lecture Series Update. Three Lecture Series events are currently planned. They are:

a. June: Mr. Robert Lynch, President of Americans for the Arts. Date TBA.
b. September 16: Dr. David Steiner, Education Director for the National Endowment for the Arts.
c. October: Dr. David Kennard, internationally recognized producer, writer, director and communications consultant, serving as a national advisor for the Oklahoma Creativity Project.

Susan McCalmont suggested that future Lecture Series consist of four presenters per year and that the presenters be individuals who can address topics across a variety of disciplines.
O2 Creativity Project Report. John McCarroll reported things were moving quickly and there was great interest in the project. He said David and Lizzie Kennard and Ron Pompei, national advisors, responded positively to both the luncheon for civic leaders and the dinner for representatives from the arts and education communities. He also commented that meetings were held with Governor Brad Henry’s Chief of Staff, Gerald Adams; Lt. Governor Mary Fallin; Oklahoman publisher, David Thompson; and representatives of Chesapeake Energy Corporation to introduce the project. Their responses were positive.

Susan McCalmont noted that the goal was to effect “transformational change” in Oklahoma’s future and that the A+ Schools Project provided a good model for this complex change. She spoke of meeting, while in Little Rock at the Governors’ Commission on Education, with Ken Robinson, another O2 national advisor, who discussed similar projects which had been undertaken in cities and countries such as Singapore and Northern Ireland. However, he knew of none that had been attempted by a state. Follow-up meetings to the April 7 meetings are tentatively scheduled for July and October. Susan also noted that Ron Pompei is working on a logo and identity to “brand” the O2 project.

Old Business. The Nominating Committee is currently corresponding electronically to develop a slate of officers for 2006.

New Business. There was no new business to be discussed.

Adjourn. The next Board of Directors meeting will be May 20, from 12:00 to 2:00 p.m. in the Library Conference Room at the Oklahoma State Regents for Higher Education office complex.

There being no other business, Tim Faltyn moved that the meeting be adjourned. Kyle Dahlem seconded the motion. Motion was approved unanimously. The meeting adjourned at 2:19 p.m.

Respectfully submitted:

Billi Kaye Meacham
Executive Director
May 20, 2005

Approved Without Changes ___________________ ____________________

Approved With Changes ___________________ ____________________
Great Statement Starters

"Upon reflection..." "After observation..." "This comment tells me that...",
"It is important for me to realize that..." "This is significant because..." "This activity prompted me to..",
"Note that I now believe..." "These comments indicate..." "This could be more effective if...",
"Continuing to reflect on..." "I focused on... because..." "To promote (extend, refine, etc.) thinking...",
"I now have greater awareness..." "I realized that..." "The impact of this artifact...",
"The evidence of this collaboration was..." "The intent of my questions was..." "This helped me to refocus on..."

DaVinci Scholar Benefits

"Follow effective action with quiet reflection. From the quiet reflection will come even more effective action." Peter F. Drucker

During the 2005-2006 year, the DaVinci Institute will offer a number of opportunities for you, the Davinci Scholar, to experience some of the most creative programs and individuals America has to offer. After participating in each, up to four, you are to submit a reflection paper about the event. Upon approval by the Davinci Scholars committee and concurrence by the DaVinci Board, a check for $250 will be mailed to you.

A 500 word (minimum) reflection paper must be submitted to the DaVinci Institute within 15 days of the activity/event. In order that to give you the best opportunity for Committee/Board approval, the following information should provide clear direction about what is expected by those who will be reading your reflection.

Suggested Guidelines for writing the reflections:

Good reflection has three elements: recollection, analysis and interpretation, and proposed action. Put another way, reflection involves description, impact, and intent. Description simply involves recalling your experiences which provide the basis for the impact and intent sections. The experience(s) named in the description is considered and analyzed in the impact portion of your response. You comment on what you learned from the experience, what was confirmed or disproved, and how you feel about what you have learned.

1) Description. Briefly describe the experience. Do this in a descriptive rather than a judgemental way.
2) Impact. Tell what you have learned or confirm what you had already believed or how what you have learned differs from what you believed. How do you feel about what you learned?
3) Intent. Make a statement about what you intend to do as a result of your learnings and feelings. BE SPECIFIC!

The experiences named in the description are considered and analyzed in the impact portion of your response. You comment on what you learned from each experience (or combination of experiences), what was confirmed or disproved, and how you feel about what you have learned.

A way to examine the impact an event has had on you is proposed by Surbeck et al. (1991). You can respond through reaction, elaboration, and contemplation.

The most important aspect of your reflection likely is the intent. It involves interpreting the impact and building the bridge to action. Intent involves planning. It is what you intend to do as a result of what you have learned. Your intent should include how and when you will do what you want to do. Without a good intent, description and impact may go nowhere.

The process of reflection need not move in a rigid description, impact, and intent sequence. You may begin with any of the three components and even go back and forth from one to the other. In the end, however, all three should be written.