



OSHWA Board Meeting Agenda
Meeting Date June 26, 2024
9am Mountain Time / 11am Eastern
meet.google.com/mhw-nryk-oup

Attendees: Thea, Alicia, Kat, Wendy, David, Lee, Nadya, Andrew, Michael, Oluwatobi, Sidney

1. Opening business (Thea)
 - a. Approve minutes
 - i. [Approve minutes from January 19th](#) 🗳️, passed
 - ii. [Approve minutes from April 23rd](#) 🗳️, passed
 - b. Vote on policy documents
 - i. [Whistleblower policy](#) 🗳️, passed
 - ii. [Documents Policy](#) 🗳️, passed
 - iii. [Gift Acceptance Policy](#) 🗳️, passed
2. 2024 Summit report (Lee)
 - a. [2024 Budget actuals](#)

Revenue: **\$88k**
Expenses: **\$48k**
Ticket breakdown:
- **332** in person tickets sold / **600** tickets with virtual sign ups included
- Top cities purchasing tickets: Montreal, Toronto, New York
- **\$23k** in tickets
 - b. Are there questions from the board on this year's Summit or other data you'd like to see?
 - i. Is the ratio of revenue from ticket sales similar to previous years?
 - ii. How to accommodate low-cost tickets?
3. 2025 Summit budget (Lee, Thea)
 - a. 2025 Summit budget overview (Lee)
 - i. Memo in email from Lee on June 10th, subject: 2025 Budget Proposal
Please discuss on email thread - not here
 - ii. [Appendix A: Past summit statistics](#), [Three Tiered Budget Proposal](#), [2024 Budget actuals](#), [2023 Budget actuals](#), [2018 Budget actuals](#).
 - b. Vote to approve overall summit budget goals and stipulations (Thea): 🗳️
 - i. Initial budget of **\$60,000 USD** (~\$30k more than 2024's projection, ~\$12k more than actual)

- ii. **\$15,000** allocated for paying the Summit Chair
 - iii. Duration target of **1.5 days**
 - iv. Revenue target of **\$90,000** (~\$2k more than 2024)
 - v. Sponsorship target of **\$65,000 USD** (~\$300 more than 2024)
 - vi. Attendance target of **275 in-person attendees** (less than 2024)
 - c. Vote to approve Summit Chair and Executive Director to allocate and spend Summit budget with oversight by Treasurer. 🗳️
 - d. Vote to approve spending of **\$15,000 USD** as compensation for the Summit Chair, to be paid out at the discretion of the Executive Director (Thea). 🗳️
 - e. Call for board members to volunteer for summit roles (Lee, Alicia). 🙋
 - i. No one is required to volunteer right now. Just email Lee if you are interested.
 - ii. Needed:
 1. Program (Talks) Chair
 2. Sponsorship Chair
 3. Volunteer Chair
 4. Outreach Chair
 5. Venue Chair
 6. A/V Chair
 - iii. Chair responsibilities can be read about at the bottom of OFFICIAL Summit Checklist
4. Executive director report (Alicia)
5. Action items (Thea)
- a. Call for Summit volunteers over email (Thea)
 - b. Submit a more clear budget for board to approve via email (Alicia and Thea)
6. Adjournment (Thea) 🗳️
- a. Approved

Meeting adjourned at 12:01 PM ET

Appendix A

Past summit statistics

In person: 2024 in Montreal

- 332 in person tickets sold
- Top cities purchasing tickets: Montreal, Toronto, New York
- \$23k in tickets
- Sponsorships: \$64k
- Cost of Summit: \$48k

In person: 2023 in NYC

- 226 tickets sold
- Top cities purchasing tickets: New York, Brooklyn, San Francisco
- \$30k in tickets
- Sponsorships: \$23k
- Cost of Summit: 51k

Virtual: 2022

- 500 tickets sold (added a free level)
- Top cities purchasing tickets: Seattle, Brooklyn, Toronto
- \$15k in tickets
- Sponsorships: \$38k
- Cost of Summit: \$30k

Virtual: 2021

- 300 tickets sold
- Top cities purchasing tickets: Fort Collins, Seattle, Berlin
- \$15k in tickets
- Sponsorships \$29
- Cost of Summit \$8k (Chair unpaid, and Ada Lovelace stipends not given)