

## **BOARD OF DIRECTORS MEETING MINUTES**

Date: Friday, September 12<sup>th</sup>, 2014  
Time: 10:00 AM  
Location: MAC Club

**Directors Present: P. Stephen Russell, Jed Spera, Andrea Klopfenstein, Joshua Rice, Jason Grosz, Briana Buck, Barb Casey, Brad Finson and Kathleen Profitt**

**Also attended Greg Coxey and Laura McDermott**

1. The Board meeting was called to order at 10:04 a.m. by Jason Grosz
2. Approval of Minutes
  - a. *Briana Buck moved to approve Minutes for August 8<sup>th</sup>, 2014; Joshua Rice seconded; unanimously passed.*
3. CED Report – L. McDermott presented
  - i. As attached.
4. Reports and Discussions
  - a. Treasurers Report – Jed Spera
    - i. AR is going down, but still some AR greater than 120 days that needs to get taken care of.
  - b. Committee Updates & Reports
    - i. Events – B. Casey
      1. Discussion regarding golf venue
      2. Committee volunteerism. Getting the job done. Integration among each committee.
      3. Gala planning
    - ii. Marketing- B. Buck
      1. No report, except Membership Directory Complete
    - iii. Membership –As attached.
      - a. Monthly membership cover sheet
    - iv. Education--- Kathleen Profitt
      1. Working to get speakers lined up for October and November presentations.
    - v. CORC—Greg Coxey
      1. Strategic planning and calendar of events complete. Working to get the dates nailed down with the venue.
      2. Status of chapter application. Membership numbers are increasing. Need to have a stable infrastructure before applying to Chapter. Expects to have a building year.
    - vi. 2015 Trade Show—J. Spera

1. Holiday Inn at the Airport. Worked on sponsorships when finalizing the Sponsorship Packet
- vii. CAVL Involvement Task Force – J. Spera to report quarterly.
5. Old Business
  - A. None
6. New Business-
  - A. New CORC Admin—G. Coxey
    - a. CORC needs a new administrator. Volunteers have filled in during the interim. CORC is looking to find someone to grow with CORC. Amanda of Vial Fotheringham is still working at Vial Fotheringham, but now living in Madras. Position is 20 hours a month. Propose to bring in Amanda on a temporary basis. Not much training required. CORC approves and wants Board to support this decision. Financially revenue neutral as compared to prior employee.
      - i. Discussion regarding potential for blurred lines in marketing volunteer work versus CORC employment.
      - ii. *Steve Russell moved to hire at prior rate \$11.50 per hour temporarily for up to 20 hours month, B. Buck seconds.*
        1. Discussion regarding establishing a policy in view of Personnel Committee’s recommendation.
        2. Greg committed to adhere to PC’s recommendation and provide annual reviews and other recommendations.
        3. Discussion of Amanda’s travel schedule and impact to CORC schedule.
        4. *Unanimous approval.*
  - B. Money Market transfer- J. Spera
    - a. Wants 3 months of expenses in money market account.
    - b. Wants to take Mutual of Omaha CD and \$10k and move to money market account. CD matures in October.
    - c. *J. Grosz moves to authorize transfer \$28K from CD upon maturity to Mutual of Omaha money market, along with \$10K from operating account. Steve Russell seconded. Unanimously approved.*
  - C. Change CAI Oregon’s fiscal year start and end dates
    - a. *J. Spera makes motion to change fiscal year to beginning in October 1 to September 31, subject to not having any tax implications.*
    - b. *B. Casey seconded. Unanimously passed.*
  - D. Approval of 2015 Budget
    - a. Discussion re cuts and assumptions
    - b. *J. Grosz moves to approve budget with new fiscal year; B. Buck seconds. Unanimously approved.*
  - E. Approval of 2015 Sponsorship package
    - a. October 1<sup>st</sup>9 am roll out for sponsorship package with 8% discount.
    - b. Sponsorship package available at end of today’s luncheon. On the website now too.

- c. B. Buck moved; B. Casey seconded. Unanimous approval.*
  - F. Nominating Committee – B. Finson moves to form nominating committee including B. Casey, K. Profitt, A. Klopfenstein and B. Buck. Steve Russell seconds motion. Unanimously approved.*
    - a. L. McDermott to coordinate with committee. L. McDermott will send out email invitation for Board nominees. A. Klopfenstein to chair committee.*
- 7. Meeting Adjourned at 11 am.
- 8. Next Meeting: October 10<sup>th</sup>, 2014 at the MAC

Respectfully Submitted,  
Kathleen Profitt, CAI-OR Secretary