

## BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – February 10, 2017  
 Time: 10:00 am  
 Location: MAC Club

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	No	Jed Spera	Yes
Angela Shinn	No	Laura Hall	No
Barb Casey	Yes	Sara Eanni	Yes
Connie Plowman	Yes	Wes Finchum	Yes
Jason Grosz	Yes	Guest: CAI National	Dawn Bauman

1. Meeting called to Order by Sara at 10:00 am.
2. Approval of Meeting Minutes
  - a. November 11, 2016: Regular Board Meeting
  - b. January 4, 2017: Special Board Meeting regarding Chapter Name Change
  - c. January 31, 2017: Special Board Meeting following Committees Working Session
3. CED Report
  - a. See report in packet.
4. Treasurer's Report
  - a. Action items: For March Board Meeting (Jed)
    - i. Provide a list of people left on A/R
    - ii. Provide list of debts to be written off for 2012-2013
  - b. Decision: Motion made and seconded to discontinue contract with Pasaban. Approved.
  - c. Decision: Future financial reports will include:
    - Executive Summary
    - Balance sheet
    - Income statement
    - A/R
    - Rest of reports will be placed in secured area on the website
5. Committee Reports *(Unless stated, action items/decisions belong to the Committee)*
  - a. Events:
    - i. Decision: Scale back on number of meetings
    - ii. Decision: No increase in # of Events Committee Members
    - iii. Action: Review committee objectives

- b. Marketing:
  - i. Action: Distribute 150 copies of magazine to Aurora, West Linn & surrounding areas
  - ii. Action: Increase social media awareness for articles/content (Jed, Laura)
  - iii. Action: Get content from Dawn's blog (Jed)
- c. Membership
  - i. Action: Call for Speakers at Roundtables
  - ii. Action: Participate at Registration Table to help track new attendees/new members
- d. Education
  - i. Decision: No event in March because of CA Day
  - ii. Decision: Wes is now Vice Chair
- e. 2017 CA Day
  - i. Action: Each board member to invite 3 people. If you need names, contact Laura.
  - ii. Action: Distribute PDF of event (Laura)
  - iii. Action: Distribute past attendee list for Board members to contact (Laura)
  - iv. Suggestion: Give each exhibitor 3 guest passes for their clients
  - v. Action: In follow-up survey, add: "How did you hear about this event? (Laura)
  - vi. Action: Offer free pass at Board Leadership Training (Laura)
- f. Sponsorship
  - i. Decision: Keep same formula for next year
  - ii. Action: Provide CA Day and Sponsorship info at Realtors speeches (Jason, Barb)
  - iii. Action: Adjust marketing flyer for Realtors (Jed)
  - iv. Action: Send "Community Matters" flyer that can be co-branded (Dawn)
- g. LAC – Refer to report given at Kickoff event
- h. Awards – No report
- i. Welcome – No report

#### NEW BUSINESS:

- 6. CORC Update
  - a. Action: Monitor activities stated in Transition Letter (Sara)
  - b. Decision: Do payroll until CORC gets their own Taxpayer ID # (Barb)
- 7. Update on Washington Chapter
  - a. Action: Waiting to hear from Washington Chapter about serving Clark & Skamania Counties under CAI-Oregon Chapter (Sara)
- 8. Name Change Discussion
  - a. Action: Come up with a Chapter Name that does not include "Oregon" if we acquire counties in Washington. Suggested "Greater Cascades." Consider using a tag line.
  - b. Action: Email board with potential names to consider. Decision in May. (Sara)
  - c. Action: Look at other Chapter names (CAI and non-CAI) for suggestions. (All)

9. Status Reports

- a. Decision: Committees to add their objectives at bottom of Meeting Minutes submitted monthly to the Board.

10. Board Retreat

- a. Date: Thursday, April 6. Intent is team building and board bonding.
- b. Action: Send email to Board requesting ideas for event (Sara)

11. Next Meeting – Thursday, March 16

- a. 10-11:30 am: Board Meeting (due to CA Day, there is no March luncheon)
- b. Location: 200 Market Building (Jed's office, parking to be validated)

12. Meeting adjourned at 10:56 am.

Respectfully Submitted,  
Connie Plowman  
CAI-OR Secretary