

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – May 12, 2017
 Time: 9:00 am
 Location: Red Lion – Jantzen Beach

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

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

1. Meeting called to Order by Sara at 9:00 am.
2. Approval of Meeting Minutes
 - a. Approved Amended Minutes: Board Meeting Minutes of April 14, 2017
3. CED Report
 - a. See report in packet.
 - b. Decision made: Cancel July luncheon. Approved.
4. Treasurer’s Report
 - a. Action: Jed to distribute financial statements for March, April, & May (due June 7)
5. Committee Reports *(Unless stated, action items/decisions belong to the Committee)*
 - a. Events:
 - i. June 7 – New Member Reception
 - ii. July 21 – Cruise
 - iii. August 18 – Golf Tournament
 - b. Marketing:
 - i. July Edition – Theme is HOA Boards “in General”
 - c. Membership
 - i. No meeting
 - d. Education
 - i. Discussion: Speaker Proposals: Does it take too much time to complete?
 - ii. Decision by Board: No. Leave “as is.”

- e. CA Day
 - i. No meeting
- f. Sponsorship
 - i. Idea: Consider holding a raffle at the end of lunch. Charge \$150 to main sponsor. Sponsor packet to be approved on Sept. 8.
- g. LAC
 - i. Jason testified at legislation committee on “child care” bill.
 - ii. Consider LAC doing an update later in the year – perhaps at Annual Gala in November.

OLD BUSINESS:

- 6. Board Decision Policy
 - a. See draft policy
- 7. CORC Update:
 - a. Nancy officially transferred to CORC effective 5/1/2017.
 - b. Action: Laura McD to put together costs for Chapter name change and financial dollars from National (due May 31)

NEW BUSINESS:

- 8. Committee Liaison Roles
 - a. The Committee Liaison is the “voice of reason” to pass by the Board.
 - b. The Committee Liaison brings back information or questions from committee meetings to the Board.
 - c. The gatekeeper of roles is Laura McD and the Committee Chair.
 - d. The Committee Chair is responsible for submitting Committee reports to the Board. The Committee Liaison is responsible for ensuring this gets done.
 - e. The Committee Liaison is the conduit of information: From Board to Committee. From Committee to the Board.
- 9. Ground Rules
 - a. See draft document
- 10. Tax Engagement Letter
 - a. Tax deadline was March 15. Jed to file an extension (due June 8)
 - b. Solicit additional bids (2 or 3 bids) for doing our tax returns. Jason and Connie to send potential contacts to Andrea.
- 11. Executive Session

12. Next Meeting – Friday, June 9
 - a. Start time: 10:00 am.
 - b. MAC Club, followed by June luncheon

13. Meeting adjourned at 11:05 am.

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary

SUMMARY OF ACTION ITEMS:

Action Item		Assigned To	Due Date
1	Distribute financial statements for March, April, & May	For the June 9 Board Meeting Jed	June 7
2	Approval of sponsor packet	At September Board Meeting Sponsorship committee	Sept 8
3	Give LAC Update	At Annual Gala LAC committee	Nov 2
4	Put together costs for Chapter name change and financial dollars from National	Laura McD	May 31
5	File tax extension	Jed	June 8
6	Provide potential contacts for preparing tax returns	Send to Andrea Jason & Connie	---