

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – June 9, 2017
 Time: 10:00 am
 Location: MAC Club

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

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

1. Meeting called to Order at 10:07am
2. Approval of Meeting Minutes
 - a. Motion made by Jason, second by Laura to approve the May minutes. All approved.
3. CED Report

No action needed.
4. Treasurer’s Report
 - a. Flagged the importance of using MLA format for financial reports. Extensive review of A/R. CORC - \$26K of lost income. How are we going to increase cash flow to make up for the deficit? Recommendation was made that everyone come to the next meeting with one idea to increase revenue.
5. Committee Reports *(Unless stated, action items/decisions belong to the Committee)*
 - a. Events:
 - i. Meeting Monday to prepare for the cruise and golf event.
 - b. Marketing:
 - i. Noted importance of proofreading the quarterly magazine before publication and timing of publication, i.e. “spring” magazine published in June didn’t seem appropriate and that it should have been published in the beginning of spring (April).
 - ii. Action item: Sara Eanni is to take information back to the committee and discuss having procedures and policies in place as well as some further organization.

- c. Membership
 - i. Prepare for July roundtable – Andrea, Stuart, and Rich Thompson are the facilitators.
 - ii.
- d. Education
 - i. Dave Schwindt needs to propose hotel and venue costs and how much of Laura D’s time will be used. Request by July. The report should be submitted to the board for the August Board meeting to approve.
- e. CA Day
 - i. No comments
- f. Sponsorship
 - i. No comments
- g. LAC
 - i. Reviewed 6/7/17 legislative update.

OLD BUSINESS:

6. Board Decision Policy – Corrections:
 - 3rd column down - insert the word “not” between “is” and “offering.”
 - 5th column down – strike “and president”.
 - 6th through 8th columns, provide examples of each.
 - Strike the 9th column.
 - For the summary statement at the end, insert a “,” after “Board of Directors”.
 - Change “best judgment” to “best business judgement”.
 - At the end add “This policy may alter over time”.
7. Ground Rules
 - a. Table to July.

NEW BUSINESS:

8. Draft Bylaws
 - a. To be approved at the July meeting.
9. Tax Extension
 - a. It was established that we had an extension done by Schwindt & Company. It was stated that Jed was going to be filing our taxes.
 - b. Recommendations were made for qualified CPAs. Further discussion needed.
10. Next Meeting – To be held at ABI office on July 5th at 10am.

11. Meeting adjourned at 11:05 am.

Respectfully Submitted,
Wes Finchum
on behalf of Connie Plowman
CAI-OR Secretary

SUMMARY OF ACTION ITEMS:

	Action Item		Assigned To	Due Date
1	Recommendations to increase revenue (one idea per person)	For July Meeting	All	July 5
2	Review Draft of ByLaws	For July Meeting	Bylaws committee (Sara Eanni)	July 5
3	Finalize Board Policy	At July Meeting		July 5
4	Review Ground Rules	At July Meeting		July 5