

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – December 7, 2017
 Time: 10:00 am.
 Location: CAI Office

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Angela Shinn	Yes	Ryan Harris	Yes
Barb Casey	Yes	Sara Eanni	Yes
Bill Roller	No	Wes Finchum	Yes
Connie Plowman	Yes		

1. Meeting called to Order by Laura H. at 10:02 am.
2. Introduction of New Board Member (Bill Roller)
 - a. New board member has been absent for 2 consecutive meetings
 - b. Action item: Laura H to reach out to Bill; send email to Board with update
3. Approval of Meeting Minutes
 - a. Board Meeting Minutes of November 10, 2017 – Approved
4. CED Report
 - a. See Board Packet for report
5. Treasurer’s Report
 - a. Need to do breakdown of sponsorship income
 - b. For 2019 budget, note to put Gala numbers into 2019 budget
 - c. Last fiscal year – complete
 - d. Action item for April 2018: Start discussion for plan to re-pay CD
6. Committee Reports

a. Events	Barb wanting to step-down as Committee Chair. No decision from Sara Spera as co-chair. New members added. January meeting to discuss Kickoff. Meeting with Chris at Charbonneau to discuss additional sponsor opportunities at golf tournament.
b. Marketing	Sara stepping down as Marketing liaison. Laura Hall to assume this role.
c. Membership	Meeting on December 7.
d. Education	February speaker is from National. See education schedule.
e. CA Day	RFP is out for speakers.
f. Sponsorship	See report.
g. LAC	No report.

h. Awards	Announcement distributed.
i. Personnel	Mentoring underway.

OLD BUSINESS:

7. Review of “finalized” Bylaws
 - a. Action item: Ryan to make updates, and re-distribute. Send to National after one last review.
8. Charging credit card fees
 - a. Result of research by Ryan

My research indicates that, subject to following regulations, CAI can surcharge vendors who use a credit card. The requirements are:

- Only Visa and Mastercard may be surcharged (American Express and Discover Card do not allow surcharges);
- Merchants cannot surcharge debit cards;
- Per Visa, the surcharge must be posted at the point of sale and point of entry;
- The surcharge amount must be listed separately on the receipt;
- The surcharge amount cannot exceed the lesser of 4% or the merchant discount fee;
- Visa and Mastercard must be notified of the surcharge 30 days before surcharging begins; and
- Surcharging must be legal at the state level. While neither Washington nor Oregon bar surcharges, some states do, such as California;

As we discussed, one legal work-around is to provide a discount to those who pay in cash or check.

9. Law Day – Gathering more information
 - a. Action item: Laura McD to work with Events Committee to take over as “new event”
10. “Buy a table” at lunch – pilot in February
 - a. Action item: Laura McD to work with Sponsorship, Events, and Education committees to incorporate this opportunity
11. Board Culture document – Several revisions created
 - a. Action item: Connie to finalize with Laura Hall and distribute a draft document prior to January meeting

NEW BUSINESS:

12. Letter to National
 - a. Concern: The amount of \$\$’s the chapter receives from total \$\$’s collected, and lack of support/services from National
 - b. Action item: Laura McD to reach out to National; Ryan & Laura H. to gather data & draft email before next Board Meeting

13. Office Space Update

- a. Decision: Give 30-days written notice to V-F, to vacant office by February 1, 2018
- b. Transition items: Move PO Box, if necessary. Laura McD to keep Board informed of any issues or help needed
- c. Action item: Laura Hall to contact Rich Vial to discuss logistics

14. Serving hard alcohol at events

- a. Board responsible for observing and reporting behavioral issues at events
- b. Action item: Meet to discuss situation that occurred at the Gala, and implement solution for addressing the issue with the member - Laura H, Laura McD, Barb

15. Next Board Meeting – Friday, January 12, 2018 ← (Note: this date is changing)

- a. Start time: 10:00 AM
- b. End time: 11:30 AM ←NOTE TIME and LOCATION
- c. At CAI Office (Vial Fotheringham)

16. Meeting Adjourned at 11:21 am

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Due Date (or by Next Board Meeting)
Contact new Board Member (Bill Roller) and send email update to Board	Laura Hall	
Start discussion for plan to re-pay CD	Board	April 2018
Bylaws Revisions: Update and re-distribute	Ryan	
Work with Events Committee to take over Law Day as “new event”	Laura McD	
Work with Sponsorship, Events, and Education committees to incorporate “Buy a Table” at luncheon	Laura McD	
Finalize and distribute a draft of Board Culture document	Connie, Laura Hall	
Gather data, and draft Letter to National	Laura McD, Ryan, Laura H.	
Contact Rich Vial, give 30 days’ written notice on Office Space	Laura Hall	
Meet to discuss situation that occurred at the Gala, and implement solution for addressing the issue with the member	Laura H, Laura McD, Barb	