

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – February 9, 2018
 Time: 10:00 am.
 Location: MAC Club

NOTE: There was no Board Meeting in January 2018.

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	John Hammersmith	Guest (CAI National)

1. Meeting called to Order by Laura H. at 10:01 am.
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of December 7, 2017 – Approved with following correction:
12a. Letter to National – Wes will pursue if issue goes into his Term as incoming President.
3. New Board Member – Bill Roller
 - a. Has not attended a Board meeting since elected.
 - b. Motion made and approved: Laura H to communicate with Bill regarding board meeting attendance. Initial contact will be by phone, followed up with written communication to document discussion and actions moving forward.
4. CED Report
 - a. Board Boot Camp – Half day educational event. Gathering additional information for Board members. Purpose of event: Share knowledge, be cost-effective, make additional revenue.
 - b. Moving office – Nearly complete.
 - c. Chapter Recertification – Has been submitted to National.
5. Treasurer’s Report
 - a. Will be importing approved budget to update financials.
 - b. Currently exploring options for alternate bank (to avoid be charged bank fees by our current bank provider).
 - c. Action item: Laura McD and Andrea to create “bank criteria list” and share with board. All to provide suggestions for potential banks.

6. Committee Reports

a. Events	Audrey Bellows accepted position as co-chair for 2018. Will be chair in 2019. Committee is now meeting monthly.
b. Marketing	Winter 2018 edition has been published. Work is ongoing for next edition.
c. Membership	Looking for additional venues for Homeowners' Roundtables. When appropriate, format is changed to panel discussion depending on # of attendees. Beneficial having a calendar with dates and topics.
d. Education	See committee report. Kathleen Profitt has agreed to be Vice-Chair. She will be chair in 2019.
e. CA Day	See committee report. Action: Laura McD to send CA Day flyer to Board.
f. Sponsorship	Closely tracking "sold" for each event. We continue to sell!
g. LAC	No report. Ryan agreed to be LAC Liaison.
h. Awards	No report.
i. Personnel	No report.

OLD BUSINESS:

7. Charging credit card fees

- a. Refer to research stated in December 2017 minutes.
- b. Some alternative actions has been taken: Paypal discontinued. We are now charging for events which were free.
- c. Motion made and approved: Re-visit this topic in 2 months (April 2018) after we see the amount of credit card fees we are actually incurring.

8. Law Day

- a. See information in Board Packet.
- b. Consider having a premier sponsor.
- c. Event proposed to be held in September 2018 – to hit this fiscal year.
- d. Action item: Draft proposed budget (Laura McD). Decision to be made at March board meeting.

9. Board Culture document

- a. On hold. Needs to be created as a group.

10. Office Space Update

- a. Nearly complete. A functioning printer may be needed. Laura McD to notify board if equipment needs repaired or replaced.

NEW BUSINESS

11. Coast Event

- a. See proposal in Board packet.
- b. CAI-Oregon responsibilities need clarifying: marketing, admission charge, CED's time and travel.
- c. Concern: Event is scheduled to be held in 29 days.
- d. Requirements:
 - a. If CED attends, need 60 days' notice.
 - b. 60-90 days needed for adequate promotion/marketing.
 - c. Need detailed budget.
 - d. Sponsors need to make payment in advance of event.
- e. Proposer has 2 options: 1) Run on their own, or 2) Run with CAI-Oregon's support.
- f. Action item: Wes to meet with Coast Event team and see what next steps they would like to take.

12. Letter to National

- a. Read draft letter that Ryan has developed.
- b. Action item: Provide list of "benefits" to address our concerns to include in the letter.

13. Next Board Meeting – Friday, March 9, 2018

- a. Start time: 10:00 AM .
- b. Prior to March luncheon.

14. Meeting Adjourned at 11:03 am.

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary

Summary of Action Items (next page)

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Contact new Board Member (Bill Roller)	Laura Hall	
Create “requirements list” for researching alternative banks	Laura McD, Andrea	
Provide suggestions for alternate banks	All	Send ideas to Laura McD and Andrea
Provide suggestions to Membership on alternative venues	All	Looking for diverse locations, no charge venues
Distribute CA Day Flyer to Board	Laura McD	
Re-visit discussion on credit card fees in April 2018	All	Topic for April 2018 board meeting
Draft proposed budget for Law Day	Laura McD	Decision to be made at March 2018 board meeting
Meet with Coast Event team on next steps	Wes	
Provide input to Letter to National (list of benefits)	All	Send comments to Laura H and Ryan