

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday Jan 10th
 Time: 9:30 am
 Location: MAC Club

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (No)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Lorie Jaraba	Yes	Laura Hall	Yes
Mike Gallagher	No	Ryan Harris	Yes
Tysen Bodewig	No	Sara Eanni	Yes
Dena Doney	No	Mark Segal	Yes
Scott Wells	Yes	Guests:	

1. Meeting called to Order by Ryan at 9:33 am
2. Approval of Meeting Minutes
 - a. Motion made by Laurie to approve Dec. 13th Board meeting minutes, second by Laura H., passed unanimously.
3. Accounts Receivable write offs-
ACTION ITEM: Put on next month's agenda. Scott to talk to Laura before next Board meeting.
4. CED Report
 - a. Add to CED report to start including membership numbers so that the Board can track on a monthly basis.
 - b. Strategic Planning meeting- Feb 14th
 - i. Board meeting 9-10am
 - ii. Strategic meeting 10-12
 - iii. At Vial Fotheringham office.
5. Treasurers Report
 - a. Doesn't have updated financials for November yet. Scott working on coding events to their own accounts verse having everything in "sponsorship breakfast"
 - b. Need to discuss signers

ACTION ITEM: Need to set time aside in agenda to discuss and come up with signature authority for Western Oregon CAI.

OLD BUSINESS:

6. Ryan made motion to approve Hootsuite. Laura H. Second. Passed unanimously.

NEW BUSINESS:

7. Goals for 2020

- a. Membership Goals for 2020: Ryan made motion to make our goal to bring on 75 new members in 2020. Laura H. Second. Passed unanimously.
- b. Marketing Idea: Laura H. would like to look at doing a mailing to neighborhood associations. Start with suburbs and possibly the Pearl District.

ACTION ITEM: Laura Hall to discuss doing a proposal from the marketing committee to present to Board.

- c. Sponsorship to managers: Creating an event where vendors can sponsor at least 12 individuals. Managers would then have the opportunity to win a sponsorship if they can not afford to attend on their own.

ACTION ITEM: Add to Strategic Meeting Agenda on Feb. 14th to discuss

- d. Social media visibility: Increase follower drive

ACTION ITEM: Need bios from all Board members.

- 8. Table Ethics Policy discussion.

Next meeting on Feb. 14th at Vial at 9:00

Meeting Adjourned at 10:43 am

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Signature Authority- Feb. Board meeting Agenda	Ryan	Need to create an agenda item to discuss signature authority for our chapter.
AR- Feb Board meeting Agenda	Laura M./Scott	Have report ready to discuss what we are going to approve to write off.
Neighborhood Associations	Laura H.	Discuss with Marketing and create proposal for Board to approve for mailings.
Strategic Planning	Ryan	Set up agenda for strategic planning meeting. Include discussion regarding manager sponsorships.
Board Bios	All Board members	Create bios and send to Laura M. prior to Feb. Board meeting.