

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – July 20th, 2018
 Time: 12:00 pm
 Location: CMI-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	No
Barb Casey	Yes	Sara Eanni	Yes- Phone
		Wes Finchum	Wes

1. Meeting called to Order by Laura H. at 12:09 am.
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of June 7th, 2018 –Motion made and approved unanimously with the date of next meeting changed to July.
3. CED Report
 - a. National Conference- Enjoyed the interactive sessions. Few items that were intriguing:
 - i. Money Making- Manager only events.
 - ii. Social Media Avenues- Webinars
Conclusion: after research, these don't generate a lot of money for most chapters. Adobe Connect is the most used platform.
 - iii. Membership Committee- Recruiter campaign and have an ambassador. Have some sort of incentive for BP's bring a manager.
 - iv. Pitfalls- Doing too many events can be too much. Also, look at doing less luncheons.
 - b. Law Day feedback: not hold it in July on a Friday. 50 people signed up and 35 actually came.
4. Treasurer's Report
 - a. Reviewed financials. CA Day and Reverse tradeshow lost revenue.
Action Item: Meet with Laura M to determine the mistake. These were actually revenue generating events.

OLD BUSINESS:

5. Vacant position
 - a. We have 2 Vacant CAVL spots- Dena Doney suggested to fill one spot. Andrea motioned to fill cavl spot contingent on bylaws allowing, Laura H. Second that motion and all were in favor.

- 6. New Dates- Establishing a calendar and setting goals for 3 years.
Action Item: Events Committee to publish calendar and submit to board in the next 3 months.

NEW BUSINESS

- 1. Website-Need to hire a company and have them re-design the website.
Action Item: Andrea, Laura H., and Sara will reach out to various companies to get potential bids.
- 2. Outreach Committee-
Action Item: Laura M. to reach out to Shane
- 3. Angela Budget- Table
- 4. Meeting Adjourned at 1:15 pm.

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Financial- Miss coding errors	Andrea & Laura M	Look into CA Day and Reverse Tradeshow sponsorship coding.
Calendar	Barb-Events Committee	Create a 3 year calendar of goas and upcoming events.
Website redesign	Andrea, Laura H. Sara	Get proposals for website redesign.
Outreach Committee	Laura H.	Discuss with Shane

Next meeting on August 10th at 10:00 am at the Mac Club.