

## BOARD OF DIRECTORS MEETING MINUTES

Date: Friday July 9<sup>th</sup>  
Time: 9:00 am  
Location: Virtual

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

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

1. Meeting called to Order by Ryan at 9:04 am
2. Approval of Meeting Minutes
  - a. Motion made by Ryan to approve June 11<sup>th</sup> Board meeting minutes, passed unanimously.
3. CED Report
  - a. Few luncheon spots available in Aug. and Sept.
  - b. Youtube channel- Meetings and Luncheons permanently.
  - ACTION:** Ryan to look into laws on people being recorded.
4. Financial report- Treasurer's Report
  - a. Financials though Feb. \$45k Balance as of today. 7 Months worth of operations. Ending Balance as of July 30<sup>th</sup> 2019 was \$27,000 for comparison.

### Old Business:

5. Ethics
  - a. Ryan motions to adopt the longer national ethics policy as our chapter policy. Tysen Seconds, Discussion- Need to add alcohol behavior language. Motion failed.
  - ACTION:** Sara to give basis of ethics policy for alcohol language.
6. Bookkeeping
  - a. Still waiting on Tammy's report. Laura to meet with her on Wednesday.

### New Business:

7. Charging at Virtual Events
  - a. We are the only chapter that isnt. It ranges from \$5 to \$15 and tiered for non members.
  - b. Reducing sponsorship dollar for virtual since networking is reduced significantly.
  - c. Board members are still free.
  - ACTION:** Laura to ask other chapters about 1. Youtube uploads 2. Handling registration sponsors. Looking into costs as well for background screen with company logos.
  - d. Tysen motions to charge \$10 for managers and business partners and \$15 for non members effective August 2020 luncheon. Lorie second, passed unanimously.
8. Sponsorship Refunds
  - a. One company has requested a refund for a Reverse Tradeshow sponsorship.

**ACTION:** Laura and Lorie to create template email for response to vendors. All things we have done to make them feel safe and that we are willing to work with people.

**MOTION:** Sara motioned to no refunds allowed, no credits transferred to another event however we will allow the vendor to transfer the sponsorship if they find their own replacement (sponsorship money exchange will not be handled by CAI). Tysen Second, passed unanimously.

9. Nominating Committee
  - a. Laura H., Lorie, Mike, Deana, Mark

Meeting Adjourned at 10:11 am.

**SUMMARY OF ACTION ITEMS:**

Action Item	Assigned To	Comments
<b>Video laws</b>	Ryan	Research laws for video and recording
<b>Ethics Policy</b>	Sara	Share Alcohol Language within Ethics Policy
<b>Luncheon Processes</b>	Laura M	Reach out to other chapters to discuss a few topics
<b>COVID response at Events</b>	Laura M & Lorie	Create template as message to members about events