

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – March 9, 2018
 Time: 10:00 am.
 Location: Vial-Fotheringham 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	No	Sara Eanni	Yes
Connie Plowman	Yes	Wes Finchum	Yes
	Guest:	Aubrey Bellows	Yes – representing Events Committee

1. Meeting called to Order by Laura H. at 10:05 am.
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of February 9, 2018 – Motion made and approved.
3. CED Report
 - a. See report in Board Packet.
 - b. Home office going well.
 - i. Action item: Laura H and Laura McD to draft thank-you note to Rich Vial.
4. Treasurer’s Report
 - a. See Financial statements distributed on March 2, 2018.
 - b. Update on researching a potential new bank.
 - i. 7-8 banks on the research list.
 - ii. No additional bank fees have been charged from our current bank.
 - iii. Will have report at April meeting.
5. Committee Reports – Selected committee reports due to time limitation in agenda.

a. Events	
b. Marketing	
c. Membership	See report in Board Packet.
d. Education	See report in Board Packet. Update on Coast Event – Interested parties are holding this event “on their own” and will not need the involvement of CAI-Oregon chapter or board. Event to be held in May.

e. CA Day	<p>See report in Board Packet. Final report for CA Day to come.</p> <p>Preliminary numbers for CA Day – March 2018:</p> <ul style="list-style-type: none"> • Total Managers/Homeowners Registered: 132 • Total Managers Registered: 58 • Total Homeowners Registered: 74 • Total Registered Mangers Attended: 51 • Total Registered Homeowners Attended: 57 • Total Walk Ins: 17 • Manager Walk Ins: 4 • Homeowner Walk Ins: 13 • Total Attended (Excluding BPs): 125
f. Sponsorship	
g. LAC	
h. Awards	
i. Personnel	

6. Website Update
 - a. Multiple updates being done to the website by Sara.
 - b. Policies to be updated – Andrea to look at Financial policies.

OLD BUSINESS:

7. Law Day – to be held July 13
 - a. See report in Board Packet.
 - b. Motion made and approved to ratify email discussion and online approval of Law Day proposal.

8. Board Culture document
 - a. On hold until Board has time to create as a group.

9. National Letter
 - a. See draft letter in Board Packet.
 - b. Action item: Laura H and Ryan to update draft letter with desired changes and noting potential chapter/member benefits. Will send Draft 2 via email for Board input, prior to April meeting.

NEW BUSINESS

10. New Idea Proposal
 - a. See sample template in Board Packet.
 - b. Action item: Aubrey to “pilot” proposal template with a new event idea and provide input to the Board for changes to the form.

11. Vacant CAVL position
 - a. Bill Roller: Motion made and approved to vacant Bill Roller’s CAVL seat on the Board due to lack of attendance and communication. No resignation letter received.
 - i. Action item: Laura H. to seek evidence that Mr. Roller is no longer living in an HOA (in lieu of resignation letter).

 - b. Connie Plowman: Connie announced that she will no longer be living in an HOA effective in May 2018, and will be vacating her CAVL seat on the Board.
 - i. Action item: Laura H. to reach out to 3 potential candidates to seek their interest in filling open CAVL board positions.

12. Next Board Meeting – **Monday, April 2, 2018** ← **NOTE: CHANGE IN DATE**
 - a. Start time: 10:00 am
 - b. At Vial-Fotheringham

13. Meeting Adjourned at 11:09 am.

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Draft thank you note to Rich Vial	Laura H, Laura McD	Send to board for input/review
Update on research results of alternative banks	Sara, Andrea	Agenda item for April meeting
Review Financial Policies	Andrea	For update on website
Make changes to National Letter	Laura H, Ryan	Send Draft 2 to Board for input
Pilot “New Proposal” template for a potential event	Aubrey and events committee	Give feedback to the Board on use of template, and any improvements
Obtain evidence that Mr. Roller is no longer living in HOA	Laura H	In lieu of resignation letter