

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – November 10, 2017
 Time: 10:00 am.
 Location: MAC Club

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Angela Shinn	No	Ryan Harris	Yes
Barb Casey	Yes	Sara Eanni	Yes
Bill Roller	No	Wes Finchum	Yes
Connie Plowman	Yes		

1. Meeting called to Order by Laura H. at 10:03 am.
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of October 13, 2017 – Approved
 - b. Board Special Meeting Minutes of November 2, 2017 – Approved
 - i. Suggestion: Include specific start time in future meeting notices
3. CED Report
 - a. See Board Packet for report
 - b. New Ideas from CED Retreat
 - Idea 1: Law Day
 - Idea 2: Sponsor tables at luncheons
 - Idea 3: Early and online registration fee differences
 - Idea 4: Recognition with videos at beginning of events
 - Idea 5: Social media blog
 - Idea 6: Sell ads in Program Book at CA Day

NEW BUSINESS:

4. Official Election Results - Confirmed
 - a. The following individuals were elected for a 3-year term: (2018, 2019, 2020)
 - i. Ryan Harris – Business Partner
 - ii. Bill Roller – CAVL
5. Election of Officers
 - a. The following individuals were elected for 2018:

President-Elect	Wes Finchum
Treasurer	Andrea Klopfenstein
Secretary	Connie Plowman

6. Selection of Committee Liaisons

COMMITTEE	LIAISON
1. Awards	Laura McDermott
2. CA Day	Angela Shinn
3. Education	Wes Finchum
4. Events	Barb Casey
5. LAC	Laura Hall
6. Marketing	Sara Eanni
7. Membership	Ryan Harris
8. Personnel	Barb Casey
9. Sponsorship	Connie Plowman

The Nominating Committee is designated as an Ad hoc Committee led by Laura McDermott.

The Welcome Committee is now included in Membership Committee.

7. Treasurer's Report

- a. October and November financial reports to be ready for December board meeting
- b. Gathering payroll and tax information
- c. No charity check issued until financial numbers from Poker Night have been reviewed

8. Committee Reports

- a. Events: Co-chair has yet to be confirmed, waiting for decision from Sara Spera
- b. Marketing: See report in board packet
- c. Membership: See report in board packet
- d. Education: See report distributed separately. Coast event on hold.
- e. CA Day: On track
- f. Sponsorship: Chair and co-chair selected; determined strategy, target audience, historical data, and assignments
- g. LAC: No report
- h. Personnel: Mentor has been determined; working on establishing measurable goals and expected outcomes

9. Next Meeting

- a. Board Meeting – **Thursday, December 7, 2017** ← NOTE DATE and LOCATION
 - i. Start time: 10:00 AM
 - ii. At CAI Office (Vial Fotheringham)

10. Meeting adjourned at 11:01 am.

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Due Date (by Next Board Meeting)
Research legal aspect of charging credit card processing fees	Ryan	December 7
Law Day – Reach out to Duncan for more details	Laura McD	December 7
Sponsor tables at lunch – Consider a “pilot” of 2 tables at Feb, March, April 2018 luncheons	Laura McD to work with Events & Sponsorship Committees	December 7
Draft a “Board Culture” document	Connie	December 7

Other New Ideas from CED Retreat to be discussed at a later time.