

BOARD OF DIRECTORS MEETING MINUTES – SPECIAL MEETING

DRAFT 2: Changes highlighted in yellow.

Date: Wednesday – September 20, 2017
 Time: 9:00 am
 Location: CAI Office

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Jason Grosz	Yes
Angela Shinn	Yes	Laura Hall	Yes
Barb Casey	Yes	Sara Eanni	Yes
Connie Plowman	Yes	Wes Finchum	Yes

AGENDA:

- Financials
- Bylaws
- Review Budget
- Sponsorship Packet
- Events Chair
- Executive Session

1. Meeting called to Order at 9:07 am

2. Financials – Lessons Learned (for YTD loss of \$21,091.96 in net income)

- a. Lack of realistic budget
- b. Lack of current and accurate financial information reported to the Board during the year from Jed Spera, past Treasurer
- c. Amount paid out to CORC
- d. Overall pricing
- e. Discounts given
- f. Credit card fees incurred
- g. Cost of accounting services (Pasaban)
- h. Sponsorship \$\$'s less than anticipated
- i. Amount of “freebies” included in the sponsorship packages
- j. Overspending
- k. Corrective Action being taken
 - Sponsorship: Changes in prices, freebies, discounts, added packages
 - Events: Profitability
 - Registration fees: Changes
 - Sponsorship Committee: To assemble “sales team” to sell sponsor packages
 - Credit cards: Stay with current processing decisions

3. Sponsorship Packet
 - a. Reviewed each item. (It was suggested that in the future, this should be done by the Sponsorship Committee.)
 - b. “No refunds” policy remains the same. If an event is cancelled, the sponsor will be notified to transfer the funds and apply to another available sponsorship package.
 - c. Motion made and seconded to not include new event (Reverse Tradeshow) in packet. Approved.
 - d. Motion made and seconded to conduct new event (Reverse Tradeshow). Approved.
 - e. Motion made and seconded to Approve 2018 Sponsorship Packet with designated changes. Approved.
4. Bylaws
 - a. Motion made and seconded to authorize Barbara Kanz (an expert in bylaws) to draft new bylaws tailored for CAI Oregon. Draft to be sent to the Board for review. Approved.
5. Events Chair
 - a. Chair must be a member of CAI Oregon.
 - b. The committee has the authority to select the Chair.
 - c. Motion made and seconded that Barb Casey and Sara Spera will be co-chairs, after confirmation from National that Sara Spera has paid her membership dues.
 - i. 4 approved, 2 opposed. Motion carried.

FOLLOWING EXECUTIVE SESSION:

6. Chapter Executive Director
 - a. Motion made and seconded to authorize an increase of \$5000 in annual salary, effective November 1, 2017 paycheck, with the contingency of establishing and achieving defined goals and measurable targets in order to receive an additional \$5000, based on chapter’s financial performance, membership growth, and CED’s performance in 6 months.
 - i. Approved
7. Next Board Meeting – Friday, October 13, 2017
 - i. Start time: 9:30 am ← NOTE START TIME
 - ii. MAC Club, followed by October luncheon
8. Meeting adjourned at 12 noon.

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary