

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday September 13th
 Time: 9:00 am
 Location: MAC

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Mike Gallagher	No	Ryan Harris	No
Barb Casey	Yes	Sara Eanni	Yes
Dena Doney	Yes	Mark Segal	Yes
Scott Wells	No		

1. Meeting called to Order by Laura H. at 9:13 am
2. Approval of Meeting Minutes
 - a. Motion made by Laura H. to approve August 9th Board meeting minutes, second by Barb, passed unanimously.
3. CED Report
 - a. Board nominations
 - i. Andrea had changes, gave to Laura M.
4. Treasurers Report
 - a. Andrea sent procedures for Scott and Laura
 - ACTION:** Andrea to make a meeting with Scott to do August and Sept Financials
 - b. Year summary- This year has been positive. We do need to make sure the financial coding matches committee codes. i.e booth costs.
 - i. Budget will be sent out at a minimum a week before next meeting.

OLD BUSINESS:

5. Sponsorship Package
 - a. Andrea had changes. Colleen is going to revise this weekend to send out. Needs to go out by 9/16. All comments to Laura by 8pm on 9/13.
6. Insurance
 - a. Motion from mark to accept Sara’s recommendations to secure coverage with Hartford with \$2 million liability limits and increase CAI’s D&O policy to \$2 million. Barb second, passed unanimously.

New Business

7. Kick Off Event
 - a. Events committee suggestion is to move to luncheon event in January and add into sponsorship package.
 - i. Andrea motion to approve committee’s recommendation, Laura H second, passed unanimously.

8. Paylocity Proposal
 - a. Switch from ADP to Paylocity for better payroll servicing. Total annual costs is \$600 plus \$100 to set up. ADP has not been able to pay medical and taxes which Barb/Laura then have to do.
 - i. Andrea motions to make the switch to Paylocity prior to Oct 1st, Mark seconds that motion, passed unanimously.
9. Executive Session start 9:54 am
10. Executive session ends 9:57 am
11. 2020 Budget
 - a. Budget in 2021 for a new Apple computer for Laura.
ACTION: Laura M is to look into iCloud back up purchase and back up her laptop.
 - b. Sara E motions to approve 2020 budget, Laura H. seconds, pass unanimously.
ACTION: Andrea to send final budget draft.
12. Committee Reports:
 - a. Membership- Video Campaign-Experts in the field doing videos promoting CAI
 - i. Board's concerns: Cost/sponsoring, up on the website or on Youtube, are we promoting vendors or are vendors promoting us.
 - ii. Committee to address: Identify a person- not a company, CAI vetting scripts with 1 chance to vendors, Application fee of non-refundable \$25. Education committee will vet people, membership will vet the script.
 - iii. Sara E motions to approve the membership committee to move forward on the video program however the committee does need to present a complete proposal to the CAI Board prior to setting up appointments or approving sponsors. Andrea Second, Passed unanimously.
 1. Items Board wants to see: Procedures and processes, vetting processes, script guidelines and scripts, cost/budget, disclosures
ACTION: Ryan to work with committee about disclosures and legal requirements with this project (look into intellectual property)
 - b. Marketing Committee-
 - i. Magazine has one more edition that needs to go out Oct 1st. Newsletters will go out Jan, April and July. Look to maybe add another newsletter for Oct. 1st 2020.

Meeting Adjourned at 10:43 am

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Financials	Andrea	Meet with Scott to do Aug and Sept financials.
Back up of Computer	Laura M.	Purchase and back up laptop to iCloud
Final Budget	Andrea	Send out final budget
Membership Video Campaign-Disclosures	Ryan	Work with membership on disclosures for video campaign