

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday, January 9, 2015

Time: 12:00 AM

Location: The CAI Office, 17355 SW Boone's Ferry Road, Lake Oswego, OR

Directors Present: Barb Casey, Briana Buck, Andrea Klopfenstein, Joshua Rice, Jason Grosz, Jed Spera, Brad Finson, Kathleen Profitt. P. Stephen Russell by phone.

Also attended: Laura McDermott, Greg Coxey, and Angela Shin. Karna Gustafson by phone.

1. The Board meeting was called to order at 12:00 p.m. by Barb Casey.
2. Approval of Minutes for November 14, 2014
 - a. Jason Grosz requested that the minutes be edited to better reflect which Directors were elected to certain Officer roles, such as "Brad was elected Secretary, Angela elected Treasurer, etc." *The Board unanimously approved the November 14, 2014 minutes as amended.*
3. CED Report – L. McDermott presented
 - a. As attached.
4. Reports and Discussions
 - a. Treasurers Report – Andrea Klopfenstein
 - i. Andrea spoke of the transition in the Treasurer duties.
 - b. Committee Updates & Reports
 - i. Events – Barb Casey
 1. As attached
 - ii. Marketing – Briana Buck
 1. As attached.
 - iii. Membership – Andrea Klopfenstein
 1. As attached.
 - a. Monthly membership cover sheet
 - iv. Education – Joshua Rice
 1. As attached. There was a discussion about a proposed luncheon on "Co-Housing."
 - v. 2015 CA Day

1. It was discussed by the Board that if any entity exceeds the funds that have been previously granted by the Board that they should come to the Board with a request for additional funds.
 - vi. CORC—Steve Russell
 1. Admin position is still open, and resumes are being reviewed.
 2. The CORC kick-off will be held on February 23, 2015.
5. Unfinished Business-
- a. National Awards
 1. CAI Oregon is applying for awards in Chapter Management and Development, and Member Services. The Member Services applications are for the CA Day, Sponsorship Packet, and Website.
 - b. CORC to move to Bend Bank – An update regarding this item was postponed until the following meeting.
 - c. Reaffirm Committee Liaisons – As shown below:
 - Barb Casey – Events Committee
 - Briana Buck – Marketing Committee
 - Joshua Rice – Education Committee
 - Andrea Klopfenstein – Membership Committee
 - Steve Russell – CORC
 - CA Day Liaison
6. New Business
- a. Board Retreat,
 1. Barb Casey requested that the other Board members consider how they picture the 2015 retreat. This item would be on the February Agenda under Unfinished Business.
 - b. Website Stats
 1. Jed Spera presented statistics regarding use of the Website.
 - c. Strategic Planning Meeting Recap
 1. Barb Casey stated that the notes and homework from the planning meeting would be sent out in advance of the next meeting.
 - d. Board SWOTS
 1. As attached.
7. Next Meeting: February 13, 2015 at the CAI Office

Respectfully Submitted,
Brad Finson, CAI-OR Secretary