



**AGENDA AND NOTICE OF OREGON CHAPTER  
COMMUNITY ASSOCIATION INSTITUTE  
Board Meeting**

**DATE:** Friday July 10th 2015  
**TIME:** 10:00 am  
**LOCATION:** Multnomah Athletic Club  
**BOARD MEMBERS PRESENT:** Briana Buck, Barb Casey, Steve Russell, Kathleen Proffitt, Jed Spera, Andrea Klopfenstein, Josh Rice  
**ALSO PRESENT:** Josie Rosenbury, Angela Shinn, Greg Coxey, Laura McDermott

**AGENDA**

- I. Call to Order - Meeting Called to Order at 10:03 because JLG is terrible at taking minutes.
- II. Approval of Minutes from the June 12th meeting
- III. Andrea Moved and Briana seconded to approve minutes with the correction that “Andrew” be corrected to “Andrea”
- IV. CED Report – Laura McDermott included in Board packet and also presented verbally by Laura
- V. Reports and Discussions
  - a. Treasurer’s Report – Andrea
    - i. Andrea verbally presented May report
    - ii. Jed requested that CORC submit their current budget
  - b. Committee Updates & Reports
    - i. Events
      1. Wine event was not particularly well attended. Consensus was traffic was an issue
      2. Golf Tournament on August 28th
      3. Gala on November 5th at Urban Studio
    - ii. Marketing
      1. Working on Flyer for next year
      2. Quarterly Magazine
      3. Sarah E needs help on the blog
      4. Sarah is also working on a quarterly magazine
    - iii. Membership
      1. Membership committee having difficulty getting members to make their calls on time and dependably
    - iv. Education
      1. Annual Planning Meeting was July 7

2. Expert Roundtable/Expert Office Hours discussion about relative scope of responsibility as between committees. Barb to attend and facilitate discussion between committees at committee chair meeting
  3. Try this first one and then evaluate success and selection process if it looks like it will be a recurring event
  - v. 2015 CA Day
    1. May 14, 2016 at the Holiday Inn. No luncheon in may – just CA Day Month
    2. Angela presented written report
    3. Meeting coming up for CA Day
    4. Topics are going to be selected by committee.
    5. Angela also working on CA Day handbook.
  - vi. CORC Report
    1. Greg presented report
    2. Golf tournament is September 18th
    3. Yearly planning session August 21 at 830am at Aperion’s office
- VI. Old Business-
- a. Laura’s Review – not scheduled yet but Leland compiling information, date TBD but soon
  - b. Board Retreat New Date – September 11<sup>th</sup> before regular board meeting at 8am
- VII. New Business-
- a. National Check Policy – Andrea presented a write-up of her calculation for how to split national income check as between OR/CORC
    - i. Andrea attempted to split up zip codes in a fair way so they encompass Bend, Redmond, etc. reflected in Andrea’s proposed policy
    - ii. Barb moves to approve Andrea’s proposed monthly membership rebate income protocols and procedures policy be adopted with the caveat that it will be amended as necessary. Briana Seconds
    - iii. Jed votes no. Rest of Board votes yes.
  - b. LAC
    - i. Barb would like to foster a more involved dialogue with them
    - ii. There is a national policy on LAC in the Board pack
    - iii. Jed, Laura and Barb will reach out to the LAC chair and ask for an informational meeting and request a rep be present at September 11 Board meeting
  - c. Awards Committee
    - i. All Board members to review proposed CAI Oregon Awards Committee Charter prior to retreat on September 11
  - d. Possible free attendance for CAVL members
    - i. Breakdown of CAVL attendance income in Board Packs
    - ii. Jed’s suggestion is we don’t charge CAVL members for educational events
    - iii. Barb plans to put this on agenda for Board Retreat
  - e. Kick Off
    - i. Barb and Jed want to change up the kickoff. Plan to discuss at retreat

- f. New Office
  - i. Barb feels that CAI needs it own space, not affiliated with anybody else
- g. Board SWOT
  - i. Tabled
- h. Meeting adjourned at 11:18AM.
- i. Next Meeting: September 11th 2015 at the MAC