

BOARD OF DIRECTORS' MEETING MINUTES

DATE: Friday March 13th 2015
TIME: 10:00 am
LOCATION: MAC Club

Directors Present: P. Stephen Russell, Kathleen Profitt, Barbara Casey, Jason Grosz, Jed Spera, Briana Buck, Brad Finson, Andrea Klopfenstein.

Also in attendance: Deborah Imse (Multi Family NW), Laura McDermott (CED).

AGENDA

I. Call to Order

A. Deborah Imse–ED for Multi Family NW-Air BnB info

There was a discussion about ordinance No. 186985, and its effect on rental properties.

II. Approval of Minutes for the February 13th meeting

Brad Finson requested that Briana's name be corrected in section 4.B.ii, and that section 6.1. be corrected to indicate that Andrea's motion was seconded and carried without objection.

AGREED: Jason Grosz moved to approve the minutes as amended. The motion was seconded

III. CED Report – Laura McDermott

IV. Reports and Discussions

A. Treasurer's Report – Andrea

There was a discussion about the membership fee split with National, and CORC. Laura McDermott will distribute to the Board an e-mail from National clarifying the process. Andrea presented a concern about the old Receivables, and outstanding charges and expenses as shown on the Reconciliation Page.

B. Committee Updates & Reports

- i. Events Committee
 1. As Attached.
- ii. Marketing Committee
 1. As Attached.
- iii. Membership Committee
 1. As Attached.
- iv. Education
 1. Jason Grosz presented on behalf of the Committee.
- v. 2015 CA Day- Angela Shinn
 1. Angela stated that the event is still planned within budget, and that logistically the event appears to be on track.

- vi. CAVL Taskforce – Jed Spera
 - 1. Jed reported that the committee had met for the first time. A supplemental document regarding the task force is included in the March Board Packet as well.
- vii. CORC- Greg Coxe
 - 1. Greg stated that CORC has found an Admin that they will be hiring, and Laura McDermott will be training the Admin.
- viii. Personnel Committee-Barb
 - 1. No report was provided at this time.

V. Old Business-

There was no old business at this time.

VI. New Business-

A. Policy for CORC bank account

Andrea clarified that this was an Agenda item to discuss the policy for all CAI Oregon Bank Accounts.

AGREED: P. Stephen Russell moved that the treasurer and the CED be authorized on and have access to the CORC checking account, and that the Treasurer be granted the authority to move funds as necessary until the Board’s review of a Banking Policy next month. The motion was seconded and carried without objection.

B. Draft Policy for Communication and CORC

Greg Coxe discussed tracking of manager attendance at meetings, and how it should not be the responsibility of the CED.

There was a discussion about whether to post committee reports on the website.

C. Social Media Policy Approval

This item was postponed until the next meeting.

D. CORC Hire-Policy for Performance & Review

This item was discussed earlier in the meeting.

E. Code of Ethics Policy

AGREED: Jason moved that J. Patrick Moore or Jim Main take the lead in developing a Code of Ethics for CAI Oregon, with the National Code of Ethics as a starting point. The motion was seconded and carried with a 7-1 vote. Andrea Klopfenstein was against the motion.

F. OAR Expenditure for Sunriver Tradeshow & Booth

There was a discussion regarding the expenditures involved in CAI Oregon being present at an OAR Trade Show.

AGREED: P. Stephen Russell moved to approve an expense not to exceed \$900 for CAI Oregon to be present at the OAR Trade Show. The motion was seconded and carried without objection.

G. Bylaw Amendment for Nominating Committee

AGREED: P. Stephen Russell moved to approve the Bylaw Amendment as proposed. The motion was seconded and carried without objection.

H. Discuss Past President Position on Board

AGREED: Briana Buck moved to approve the process of involving the past President as an ex officio Board member in the year following their Presidency. The motion was seconded and carried without objection.

I. Board SWOTs

This Agenda item was not discussed at this time.

VIII. Next Meeting: April 10th at the MAC