

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday, June 13th, 2014
Time: 10:00 AM
Location: MAC Club

Directors Present: P. Stephen Russell, Jed Spera, Eric Gordon, Jason Grosz, Briana Buck, and Kathleen Profitt

Also Present: Angela Shinn, and Laura McDermott

1. The Board meeting was called to order at 10:08 a.m. by Jason Grosz
2. Approval of Minutes for May 9th, 2014
 - a. *J. Grosz moved to approve with certain corrections: Remove highlighting and correct roll (Jed Spera not in attendance). Steve Russell seconded. Unanimously approved.*
3. ED Report – L. McDermott presented
 - a. As attached
 - b. Andrea Klopfenstein to review membership committee letter on CAI letterhead re encouraging attendance.
 - c. *J. Grosz moved to approve L. Mc Dermott's vacation request; seconded by B. Buck; unanimously approved.*
 - d. J. Spera volunteered to take July minutes while Kathleen Profitt is on vacation
4. Reports and Discussions
 - a. Treasurers Report – J.Spera
 - i. Financials were distributed via the website link. Generally in good shape.
 - ii. Credit card for OR CAI issue discussed re relative benefits. *Consensus is to allow credit card to be initiated with Treasurer and CED being authorized users. Consensus for \$5,000 limit.*
 - iii. J. Spera recommends hiring a tax attorney to get the 2 EIN issue resolved once and for all. J. Spera ask David Schwindt for a referral and request an estimate of cost.
 - b. Committee Updates & Reports
 - i. Events
 1. Report provided. Encourage Hops event please. Need raffle prizes.
 - ii. Marketing
 1. Looking to add a member who has graphic design skills.
 - iii. Membership
 1. As attached.
 - iv. Education
 1. As attached.
 - v. CORC

1. S. Russell – CORC believes they are ready to submit their Chapter request.
 - a. The understanding is that the Board needs to consent to application. Board supports CORC's efforts to become their own CAI Chapter.
- vi. 2014 Trade Show
 1. Angela Shinn: Reviewed successes and challenges. Wants to hold the event again. Some things to improve, some formatting changes. A. Shinn is set to remain as chair
 2. Consensus points of Trade Show Committee
 - a. Recommends do it again
 - b. Need to think about whether keynote speaker is appropriate
 - c. Budget-wise a success (but J. Spera says the numbers are still changing as some invoices remain to be paid).
 - i. J. Spera does not support commercials next year.
 - d. Commercials too expensive and not effective.
 - e. Have the materials prepared and packaged earlier.
 - i. More careful in assigning responsibilities. Be clear with what is involved when someone takes on the task.
 3. Committee to provide budget before the sponsorship packet. After Education Planning Meeting, Jed will meet with ea. Committee chair and Board will have budget in September along with sponsorship packet.
5. Old Business
 - A. CA Day recap- as above.
 - B. Insurance coverage options
Coverage secured. October we will discuss renewals because insurance is renewing in November.
 - C. Pat's letter recap-- deferred to Executive Session
6. New Business-
 - A. Joint Board meeting with CORC
 - a. Usually done to correspond with CORC golf tournament, scheduled on September 19.
 - B. Board Retreat
 - a. To be held for an hour or so before a regularly scheduled Board meeting: 8 am on August 8. The Board retreat will follow and we will invite Committee Chairs to attend starting 10 am-11 am.
 - C. J. Grosz called Executive Session at 10:59 am; 11:09 came out of Executive Session
7. Meeting Adjourned at 11:09 am
8. Next Meeting: July 11th, 2014 at the MAC

Respectfully Submitted,
Kathleen Profitt, CAI-OR Secretary