

BOARD OF DIRECTORS MEETING MINUTES

Date: Friday Nov. 8th
 Time: 10:00 am
 Location: MAC

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Mike Gallagher	Yes	Ryan Harris	Yes
Barb Casey	No	Sara Eanni	Yes
Dena Doney	No	Mark Segal	Yes
Scott Wells	Yes	Guests:	Aubrey Bellows, Cole Hamilton, Angela Shinn, Lorie Jaraba

1. Meeting called to Order by Laura H. at 10:03 am
 - a. Add to agenda:
 - i. Sara- Recommendation
 - ii. Andrea-Short Video

2. Approval of Meeting Minutes
 - a. Ryan- Correction to attendance. Was present.
 - b. Motion made by Ryan to approve October 11th Board meeting minutes, second by Mark, passed unanimously.

3. Membership- Short Video
 - a. Page 1- Laura Hall motion to approve the application form for Membership Committee. Ryan Second. Passed unanimously.
 - b. Page 2- Laura Hall motion to approve script guidelines. Ryan Second. Passed unanimously.
 - c. Appropriate attire description will be added to the letter.

4. CED Report
 - a. 4 new Business Partner members
 - b. Social media posts have increased drastically. New member on Marketing.

5. Sara- Recommended to the Board to make an announcement at the Gala regarding the Board’s transparency and to reiterate to the chapter regarding our ethics policy and chapter expectations. Decided to wait until the Kick off for announcement.
Action: Add to Dec. Agenda.

6. Treasurers Report
 - a. Paylocity Hiccup- Barb working on it
 - b. September financials are not quite done yet. Andrea Working on them with Scott.

OLD BUSINESS:

7. National Letter
 - a. **Add to Agenda:** Asking National about market list of people that are in Oregon.

- b. **Add to Agenda:** Ask National regarding Harassment Policy and enforcement.
- 8. Replenish CD
 - a. Mark motions to take \$10,000 and put into money market account with Scott discretion.
 - b. Second by Laura Hall.
 - c. Discussion: Andrea stated approximately \$17,500 was left over in the financials from Sept 2019. Ideally CAI should have 1. CD, 2. Money Market Account, 3. Checking. Sara Stated that it really needs to be the Board to make the decision not discretion of Scott.
 - d. Amended Motion: Sara agrees with Mark's motion other than to change the discretion to the Board for final decision.
 - e. Andrea Second.
 - f. Passed Unanimously
- 9. Accounts Receivable
 - a. TMT- Paying in full
 - b. HUB- Working out with Andrea.
 - c. Harbro- Paying \$700 in full
 - Action:** Laura M, Andrea & Scott to review to report write offs for Dec. Board Meeting.
- 10. Marketing- Sara knows of free program for the committee to use for social Media. The name is Buffer.
- 11. Next meeting on Dec. 13th at 9am at Vial Fotheringham

Meeting Adjourned at 11:08 am

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Dec. Agenda	Laura M./Ryan	Look at minutes and add items to Dec. Board meeting
AR	Laura M./Scott	Look at receivables to see what we can approve to write off for the next meeting.