BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday, April 8, 2021

Time: 10:00 am

Location: Virtual

DIRECTORS PRESENT: EXECUTIVE DIRECTOR: Laura McDermott (Yes)

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| --- | --- | --- | --- |
| DIRECTORS: | Yes/No | DIRECTORS | Yes/No |
| Lorie Jaraba | Yes | Laura Hall | No |
| Mike Gallagher | Yes | Ryan Harris | Yes |
| Tysen Bodewig | Yes | Aubrey Bellowes | Yes |
| Deana Doney | No | Mark Siegel | Yes |
| Susan Camarda-West | Yes | Guests: |  |

1. Meeting called to Order by Lorie at 10:03 am
2. Approval of Meeting Minutes
	1. Tabled for next meeting. Agenda reduced to just discussing financials.
3. Review Financials
	1. Discuss Aged Receivables in detail at next meeting and develop a plan for collection
4. CAI National
	1. Tabled discussion of Chapter paying for Laura M. to attend conference to June meeting

Next Board Meeting- May 13, 2021 at 10 am

Meeting Adjourned at 10:29 am

**SUMMARY OF ACTION ITEMS:**

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| --- | --- | --- |
| Action Item | Assigned To | Comments |
| Treasurer Position | All | Treasurer Responsibility Resolution (Internal Control Policy)-Laura M to check with other CEDs  |
| CED Review Process | All  | Laura H to work with Barb Casey to develop standard review process |