

BOARD OF DIRECTORS MEETING MINUTES

Date: April 2, 2018
 Time: 10:00 am.
 Location: Vial-Fotheringham Office

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Andrea Klopfenstein	Yes	Laura Hall	Yes
Angela Shinn	Yes	Ryan Harris	Yes – by phone
Barb Casey	Yes	Sara Eanni	Yes
Connie Plowman	Yes	Wes Finchum	Yes
		Jim Kennedy, Guest	Yes

1. Meeting called to Order by Laura H. at 10:03 am.
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of March 9, 2018 - Motion made and approved
3. CED Report
 - a. See report in Board packet
 - b. Open item: Still need a printer to complete the home office move
 - c. Laura McD is not attending the April and May luncheons. June board meeting conflicts with education event.
 - i. Action item: Laura H. to propose suggested alternative dates for May and June Board Meetings
4. Treasurer's Report
 - a. See financial reports
 - b. Action item: Andrea to update and re-send February financial reports with events spreadsheet

OLD BUSINESS

5. Board Culture document
 - a. Decision: This document is on hold until the Board can create together. Connie agreed to facilitate this session, when scheduled.
6. National Letter
 - a. See draft in Board packet
 - b. Action item: (For all) – Give Laura H. feedback by 4/9/18 – with a target date to send letter by 4/13/18.

7. Vacant CAVL position
 - a. At April board meeting: Motion to be made to appoint new board member for the remainder of Term.
 - b. Motion made and approved to accept Letter of Resignation by Connie Plowman, Board Secretary, effective April 15, 2018.
 - i. Sara Eanni named Board Secretary for the remainder of 2018 Term.

NEW BUSINESS

8. Rich Thank You Letter
 - a. Action item: (For all) – Give Laura H. feedback by 4/9/18
9. Bank Proposal
 - a. See research document in Board packet
 - b. Motion made and approved to accept Research Recommendation to change banks to Wells Fargo. Timing to be determined.
 - c. Action item: Sara to contact Wells Fargo for clarifications on questions
10. Amicus Brief
 - a. Motion made and approved for recommending to National to approve the Amicus Brief on behalf of homeowners
 - b. Action item: Ryan to contact National expressing our support

11. Committee Reports

a. Events	
b. Marketing	
c. Membership	See Board packet
d. Education	
e. CA Day	See Board packet
f. Sponsorship	Action item: Laura McD to add Sara to Sponsorship spreadsheet
g. LAC	
h. Awards	
i. Personnel	Action item: Get updated financial information and review, in preparation for 6-month performance evaluation of CED (Barb, Laura H, Sara)
j. Website	See Board packet

12. Next Board Meeting – **To be determined**
13. Meeting Adjourned at 11:15 am.

Respectfully Submitted,
Connie Plowman
CAI-OR Secretary

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
Send proposed alternative dates for May and June board meetings	Laura H.	
Update and re-distribute February financial reports with events spreadsheet	Andrea	
Letter to National: Give Laura H. feedback by 4/9/18	All	4/13/18: Target date to send letter
Thank you Letter to Rich Vial: Give Laura H. feedback by 4/9/18	All	
Contact Wells Fargo for clarification on questions	Sara	
Get updated financial information and review, in preparation for 6-month performance evaluation of CED	Barb, Laura H., Sara	
Contact National regarding support of the Amicus Brief	Ryan	
Add Sara to Sponsorship spreadsheet	Laura McD	