

## BOARD OF DIRECTORS MEETING MINUTES

Date: Friday August 9<sup>th</sup>  
 Time: 9:00 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	Yes	Sara Eanni	Yes
Dena Doney	Yes	Mark Segal	Yes

1. Meeting called to Order by Laura H. at 9:11 am
2. Approval of Meeting Minutes
  - a. Motion made by Laura H. to approve July 23<sup>rd</sup> Board meeting minutes, second by Barb, passed unanimously.
3. CED Report
  - a. CAMICB- All approved by national
  - b. Goal for new members this next year is 60
  - c. Sponsorship breakfast is Oct 4<sup>th</sup> at 8:30 at Vial's office
4. Treasurers Report
  - a. July financials were not done.
  - b. Next month- Need to adopt budget
    - i. Budget will be sent out at a minimum a week before next meeting.
    - ACTION:** Andrea- Switch coupon discount down to less cost of sales
    - ii. Sara recommends making sure written procedures are in place for our future treasurers.

### OLD BUSINESS:

5. New Board member
  - a. Scott Wells is willing to join the Board. He is with Riverview community Bank. This would be a 2-year position at Large ending 2020.
  - b. Laura H. Motioned to insert Scott Wells to our open position on the Board until 2020, Andrea Second that motion and passed unanimously.
6. Kick off Discussion
  - a. Need to discuss what we are going to do with the kick off. Get Events committee's thoughts on this and bring to next Board meeting.
  - ACTION:** Barb to talk to Events committee about the Kick off.
7. Insurance
  - a. Need to requote our BOP policy as it excludes liquor liability. If we can not find a BOP that will include this coverage we will then look to find a special events policy that will cover us for our events.

- i. Laura H motioned to allow Sara E. to requote our insurance. Andrea second and it was passed unanimously.  
**ACTION:** Sara to re-quote insurance
  - b. Need to look for a special events policy for Golf tournament.
    - i. Laura H. motioned Sara to purchase a special events policy with a limit of \$400 for the Golf Tournament. Barb second and passed unanimously.
- 8. Sponsorship Package
  - a. Email Laura changes ASAP.
  - b. We are keeping the 3% discount.
  - c. Annual Survey- Doing a survey to our members once a year.  
**ACTION:** Laura H. to create questions and send it out in a week or two. (question about demonstration tradeshow)
- 9. Demonstration Tradeshow
  - a. Worried about Sponsorships sold, attendees and if this is something managers are interested in. Board decided to table until next year for further discussions.

New Business

- 10. HOA vs Neighborhood Associations
  - a. This is not an HOA issue and the Board does not feel the LAC should get involved.  
**ACTION:** Laura H. to send to National response of Board.
- 11. LAC Nominations
  - a. Does the CAI Board need to review 2019-2021 term nominees?  
**ACTION:** Dena to reach out to Barb K. for update on term of 2019 expiring.
- 12. Next meeting is on Sept 13<sup>th</sup> at 9:00am at the MAC

Meeting Adjourned at 10:51 am

**SUMMARY OF ACTION ITEMS:**

Action Item	Assigned To	Comments
Accounting	Andrea	Switch Coupon Discount to Less Cost of Sales
Kick Off	Barb	Talk to events committee about this event and what we plan to do.
Survey Questions	Laura H	Create questions for an annual survey
HOA VS Neighborhood Assn.	Laura H	Send notice to National
LAC	Dena	Reach out to Barbara K for 2019 expiring positions.