

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday August 13<sup>th</sup>  
Time: 10:00 am  
Location: Virtual

DIRECTORS PRESENT:

EXECUTIVE DIRECTOR: Laura McDermott (Yes)

DIRECTORS:	Yes/No	DIRECTORS	Yes/No
Lorie Jaraba	Yes	Laura Hall	Yes
Mike Gallagher	Yes	Ryan Harris	Yes
Tysen Bodewig	Yes	Sara Eanni	Yes
Deana Doney	No	Mark Segal	Yes
Scott Wells	Yes	Guests:	

1. Meeting called to Order by Ryan at 10:04 am
2. Approval of Meeting Minutes
  - a. Correction-> Laura H. not at meeting, change to Thursday.
  - b. Motion made by Lorie to approve July 9<sup>th</sup> Board meeting minutes, passed unanimously.
3. CED Report
  - a. Sponsorship-Refunds- vendors are being really supportive.
  - b. Luncheon-August attendance is down but has been historically for August.
4. Treasurers Report- No financials
  - a. July end of balance \$45k
  - b. August end of balance \$40k
  - c. Without collecting a single dollar, we will be ok for the rest of the year. Financially we are ok and just need to focus on the sponsorship breakfast.
  - d. Motion made by Scott to authorize Laura McDermott, CAI Director, to apply for any economic loans with our community bank and give her the ability to sign all necessary loan documents for COVID related relieve programs.
    - i. Mark 2<sup>nd</sup> motion
    - ii. Discussion: Ryan concern is unclear as loan forgiveness.
    - iii. Michael Amends original motion to add, any funds received will be sequestered and any expenditure will be authorized by the Board.
    - iv. Tysen Second amendment
    - v. All in favor for amendment addition
  - e. Final Motion: authorize Laura McDermott, CAI Director, to apply for any economic loans with our community bank and give her the ability to sign all necessary loan documents for COVID related relieve programs and any funds received will be sequestered and any expenditure will be authorized by the Board.
  - f. Passed anonymously

### Old Business:

5. Ethics- TABLE

6. Recordings- No issue to record luncheons but we can let them know at the beginning that its recorded.
7. Youtube-TABLE

**New Business:**

8. Sponsorship
  - a. New ideas include:
    - i. Sponsor email-Write an email “plug” send to all CAI Members
    - ii. Manager only Luncheon
    - iii. Virtual wine tasting
    - iv. Mini luncheon vendor demonstration
    - v. Podcast-Someone on education committee has equipment.
  - b. CA DAY, Events, Education- All need to get their estimated P&L and to conduct a logistics plan for events.
9. Sara Left meeting at 11:12 am, Lorie took over taking notes.
10. Terms and conditions: Edit to say that CAI reserves the right to change nature, date of event, transfer to comparable sponsorship through end of the year. 5.4 add Covid investor idea. Laura to call the chapter that created this draft and ask if terms and conditions has deterred anyone from sponsoring events. Ryan to revise and incorporate transfer of sponsorship to online possibility. Best effort to replace sponsorship by calendar year end will be attempted. 4.2 change to 60 day time period, “shall” instead of “may”.
11. Sponsorship breakfast is planned for 1<sup>st</sup> Friday of October. Laura to ask other Chapter Executive Directors how they have approached this and rolled out sponsorship programs for 2021. Ideas are to sell time slots on zoom and draw from the hat. Possibility of sponsors to get exclusive Q&A session at events.
12. Committees will be requested to submit a plan for event conduction (in person, online), projected profit and loss of event and logistics of how it will be held for board consideration.
13. Board discussed that events that will be kept through year end: lunches, Golf Tournament and Reverse Trade Show tailgate style in parking lot.
14. Next Meeting Sept 10<sup>th</sup>

Meeting Adjourned at 11:59 am.

**SUMMARY OF ACTION ITEMS:**

Action Item	Assigned To	Comments