

# BOARD OF DIRECTORS MEETING MINUTES

Date: Friday – June 7<sup>th</sup>, 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	No	Ryan Harris	Yes
Barb Casey	Yes	Sara Eanni	Yes
		Wes Finchum	No

1. Meeting called to Order by Laura H. at 9:59 am.
2. Approval of Meeting Minutes
  - a. Board Meeting Minutes of May 4<sup>nd</sup>, 2018 – Motion made and approved unanimously.
3. CED Report
  - a. National Conference- Enjoyed the interactive sessions. Few items that were intriguing:
    - i. National Vendors- Needing to target companies such as Union Bank, Tops, Optimal Outsource to see about sponsoring for our local chapter.
    - ii. Social Media Avenues- Webinars  
**Action Item: Laura look into Vimo and other platforms for video conferencing and webinars**
    - iii. Attendance at Events- We are one of the best chapters with CAVL participation but webinars might help increase this more
  - b. Law Day is on July 13<sup>th</sup>- Make an announcement at the luncheon.
  - c. Vacation- Laura is gone on Monday June 11<sup>th</sup> and back on June 25<sup>th</sup>. Laura has internet access
  - d. June 25<sup>th</sup>- Education Planning Meeting at 12:30 pm at Vial- Bring own lunch
4. Treasurer’s Report
  - a. Report to discuss at next meeting- Nothing to report at this time
5. Sponsorship
  - a. Few spots left for Golf  
**Action item: Create a separate meeting in June with Laura H., Sara, Andrea, and Laura M to go over sponsorship package start reviewing the budget**

OLD BUSINESS:

6. National Letter
  - a. Letter going out. Officers will be the ones to sign the letter
    - i. **Action Item: Laura Hall to gather officers signatures**

- 7. Vacant position
  - a. We have 2 CAVL spots to fill on the board  
**Action Item: Laura M to send email to CAI OR CAVLS to announce this position**
- 8. Name Change
  - a. "The original Oregon Chapter"  
**Action Item: Sara to send an email to Crystal Wallace at National for opinion**

NEW BUSINESS

- 1. Laura’s Review  
**Action item: Meeting schedule for Laura’s review.**
- 2. Survey Account
  - a. Starting to do an online survey form after luncheons and events to gather feedback.
    - i. Suggested to continue to have paper forms on the tables
    - ii. Suggested to use a site that enabled the board to keep track of various analytics and data**Action Item: Try Survey Monkey for 3-4 months to see if it works for our needs.**
- 3. Executive Session- Entered at 10:59, Laura M. present
- 4. Executive Session- Ended at 11:03
- 5. Next Board Meeting – **Thursday June 20<sup>th</sup>, 2018** ← **NOTE: CHANGE IN DATE**
  - a. Start time: 12:00pm- 1:00pm
  - b. CMI Office ← **NOTE: CHANGE IN Location**
- 6. Meeting Adjourned at 11:03 am.

SUMMARY OF ACTION ITEMS:

Action Item	Assigned To	Comments
<b>National check amounts for upcoming budget</b>	Andrea	Discuss at future meeting when budget is discussed
<b>Writing off debt</b>	Laura M. & Andrea	Discuss update at July Meeting
<b>VIMO or other communication site</b>	Laura M.	Research and present at July Meeting
<b>Email to CAVLS regarding open board position</b>	Laura M.	Update at July Meeting
<b>CAI-Oregon Name change or agreement to "The Original Oregon Chapter"</b>	Sara & Everyone	Sara to Email Crystal Wallace & all think of other names.