**BOARD OF DIRECTORS MEETING MINUTES A-1**

Date: Friday, May 10, 2019

Time: 10:00 a.m.

Location: Holiday Inn Portland (Airport)

DIRECTORS PRESENT:

|  |  |  |  |
| --- | --- | --- | --- |
| Directors | Yes/No | Directors | Yes/No |
| Andrea Klopfenstein | Yes | Mark Siegel | Yes |
| Barb Casey | No | Mike Gallagher | Yes |
| Deana Doney | No | Ryan Harris | Yes |
| Laura Hall | No | Sara Eanni | No |
| Kate Senter | Yes |  |  |

EXECUTIVE DIRECTOR: Laura McDermott, Present

1. Ryan H. called the meeting to order at 10:13 a.m.
2. Approval of board minutes April 12, 2019. Kate had a correction to the minutes – change Wednesday to Friday for next meeting date. Andrea, motioned to approve, Ryan seconded. **Passed Unopposed.**
3. CED Report – Attached as Exhibit A. Laura M. (Oral presentation)
   1. May need to have a longer meeting – start at 9:30am instead of 10:00am
   2. Coast, J.Pat, Key Management
   3. Do we extent next year’s event by half an hour to allow 4 more sessions? Do we continue to include breaks?
4. TREASURER’S REPORT – Andrea.
   1. Laura and Andrea met to go over delinquencies. Discovered $1545 in outstanding invoices from previous year that HAVE been paid using Square. $100 likely paid but double-checking. **Around $715 outstanding from previous fiscal year. All other delinquencies on March report are from current year.**
5. OLD BUSINESS (Action Item Updates)

a. **Fresh PDX.** No requirement credit hours for luncheon. CAI and Fresh PDX are now affiliate partners. Event takes place January 2020.

b. **National Letter.** No additional changes. Plan is to send following National conference this month. Plan to have everyone sign at next meeting.

c. **Website.** Goal to have everyone review the website prior to next Board meeting. Mark: can we jazz up job listing portion of website, so we continue to be a resource for managers. Begin to announce at events. Add Code of Conduct to “resource tab” on website.

d. School Supply Drive. Do we target specific schools or work with an organization. **Action Item: Table until Sara can speak on behalf of Outreach Committee.**

1. NEW BUSINESS
   1. **Manager Only Education**. CA Day suggested that instead, we add Manager-only track back to CA Day, rather than an entire tradeshow dedicated to Manager education. Tough to compete with OWCAM, too. Andrea: CAVL-oriented track, Manager-oriented track, but not truly dedicated only to each respective group so all individuals can attend if wanted.

Ryan: provide outreach to managers who do not attend, find out why.

* 1. **BP Scholarships for Managers**. TABELED
  2. **Satisfaction Rating for Vendors**. Mike proposed that perhaps we rate vendors.

1. COMMITTEE REPORTS

Meeting adjourned at 10:49 a.m.

SUMMARY OF ACTION ITEMS:

|  |  |  |
| --- | --- | --- |
| Action Item | Assigned To | Comments |
| School Supplies Drive | Sara Eanni | Provide idea of plan of who the donations will go to. Does the Outreach Committee and Board handpick schools (if so, how do we know what to purchase), or do we work with an organization who can tell us what they need and where it is going. |
|  |  |  |
|  |  |  |
|  |  |  |

NEXT BOARD MEETING:

Friday, June 14th at 9:30a.m. at MAC.