

Board of Directors Meeting  
Oregon Chapter, Community Associations Institute  
September 5, 2008  
Office of Landye Bennett Blumstein,  
3500 Wells Fargo Center,  
1300 SW Fifth Ave.  
Portland, OR 97201

Attendance:

Directors Jeff Belluschi, Jim Main, David Schwindt, Nancy LaVoie, Deb Schumacher, Stuart Cohen, Frank Elsasser, J. Patrick Moore,  
Chapter Executive Director: Krystle Nguyen  
Other Members Present: Lynn Farmer

- I. The meeting was called to order at 12:10 p.m. by President Jeff Belluschi.
- II. **Motion** by Nancy LaVoie, second by Deb Schumacher, to approve the minutes of the June 20, 2008 Board Meeting. Vote was Unanimous.
- III. Reports
  - A. Financial Report: Treasurer David Schwindt gave the financial report: \$1050.00 will be written off the aging A/R report. Director Stuart Cohen remarked that the receivables do not yet reflect the golf tournament figures. Treasurer Schwindt stated that the invoices for the golf tournament may not have been sent out yet from his office. Discussion ensued regarding the bookkeeping process for the chapter. The Board directed Krystle to begin input of financial data into the accounting software rather than to send all information to the accounting firm.
  - B. Committee Reports:
    - i. Marketing: Chair Lynn Farmer reported that 400 flyers had been sent out, and they received back 10 responses so far. The "Selected Topics" course flyer was included in the mailing from Regenesys at a cost of \$500. A yearly ¼ page advertisement would be \$2500. The committee has assigned members as liaisons to the other CAI Chapter committees, since marketing is intertwined with the other committee's efforts. Jim Main commented that Wyatt Wilson will be going part-time on his job and won't have the time to put in as the committee chair.  
**Motion** by Jim Main, second by J. Patrick Moore, to appoint Lynn Farmer as the chair of the Marketing Committee.  
Motion passed unanimously.
    - ii. Membership: J. Patrick Moore referred the Board to the written committee report.
    - iii. Programs: The program committee schedule was received. The topic of Manager Breakfasts was discussed; most

chapters have this type of function. A question was raised on whether these would be well attended, since many managers already attend OWCAM. The Board directed the committee to survey managers to see if they would attend a series of Manager Breakfasts. The proposed schedule for luncheon meetings was presented for Board approval.

**Motion** by Director David Schwindt, second by Director Jeff Belluschi, to approve 7 chapter luncheons. Motion passed unanimously.

- iv. Education: Jim Main and Rebekah Baze will coordinate the session with the Board of Charbonneau. All Charbonneau board members and sub-association board members are invited to attend, as well as potential board members. The chapter is charging \$1000 for this seminar. A proposal to join the Education and Program committees was brought up, but discussion was deferred to the Monday meeting with Crystal Danielson from CAI National.
  - v. Standards: The proposal from the Standards committee was presented and discussed. Recommendations for changes were made and referred back for further committee action.
- C. The strategic planning meeting with Crystal Danielson from CAI National is set for Monday morning at the hotel where she is staying.
  - D. Central Oregon Regional Council: There will be a meeting on September 16 to discuss future programs. The High Desert event was not well attended; the Central Oregon Golf Tournament was cancelled; Kathy Smith is busy with the upcoming Large Scale Managers event. The comment was made that we need to pay more attention to CORC. CED Krystle Nguyen had wanted to meet with them in July but nothing got scheduled. Jim needs to make this happen; it may be by conference call on the September 18 meeting.
  - E. Golf: The tournament brought in approximately \$13,000 and the cost was approximately \$5500. This was the largest attendance we have ever had.
  - F. The next Board Meeting is scheduled for Friday, October 10, 2008, at 10:30 a.m. at the MAC Club, prior to the luncheon meeting.
- IV. New Business
- A. Board Election Process: We currently have no candidates and no process in place. Deb Schumacher will chair the Nomination Committee. There will be three positions open.
  - B. LAC Delegates: Motion by Jeff Belluschi, second by Deb Schumacher, to approve the list of LAC delegates. Motion passed unanimously.
  - C. Annual Meeting Gala: discussion ensued regarding the entertainment.
  - D. The Board went into Executive Session at 1:41 p.m. to discuss personnel matters. The Board exited from Executive Session at 2:00 p.m.
- V. The meeting was adjourned at 2:00 p.m.