**BOARD OF DIRECTORS MEETING MINUTES**

Date: Wednesday, February 20, 2019

Time: 1:30 p.m.

Location: Vial Fotheringham

DIRECTORS PRESENT:

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

EXECUTIVE DIRECTOR: Laura McDermott, Present

1. Laura H. called the meeting to order at 1:36.
2. Approval of board minutes January 15, 2019. Laura H. motioned to approve, Ryan seconded. **Passed unopposed.**
3. CED Report – Attached as Exhibit A. Laura M.
4. **Sponsorships.** Still working on selling sponsorships – Laura had just sold sponsorships at lunch prior to board meeting.
5. **CA Day.** Less than two weeks away – hoping all board members can attend. Looking at around 50 board members and 20 managers. Sort of about the same, looking to have a rush at the last minute. Usually around 150 in attendance.
6. **Website.** Haven’t been able to make movement because colleen has been on vacation and Lura has been inundated with CAI Oregon events
7. **2019 Recertification/Chapter Awards.** Recertification and awards have been submitted. Always recertified
8. **Magazine.** Will have for CA Day
9. **Law Day.** Attendees loved venue and want more vendor booths at Law Day in future years.
10. **Reverse Trade Show.** Great list of vendors. Will hit hard following CA Day completion
11. **Membership Drive.** March 14th – please bring board members! Takes place at Lagunitas Community Room at 6:00pm. The space and beer is free.
12. TREASURER’S REPORT – Andrea.
13. **Report.** Did anyone have any questions or concerns? Everyone to take a look following board meeting and ask at next meeting. Andrea can then walk through.
14. **OLD BUSINESS**
15. **Outreach Committee. (TABLED)**
16. **National Response Letter.** Board provided surface level, general feedback. Everyone to read and provide feedback/edits to letter. Provide Word document so we can track changes from one board member to the next. Looking for National to follow through and commit - we need better service when it comes to making changes. Provide them with a bare minimum of what we need, and then with idealistic changes the board would like to see**. (ACTION ITEM).**
17. **Professionalism Policy.** Ryan took a look at National’s bylaws. There are provisions in there that deal with membership issues that say it is a National issue. Suspension/expellement can happen with 2/3 yes vote at National. Can we fine? There is no information on fines. This is not to say we can’t have a policy, but the teeth may not exist. We will likely have to continue one-on-one discussions with anything acting against our policy. Perhaps add to letter **(ACTION ITEM).** Nothing in our by laws about code of contact – need enforcement and rule making authority.
18. **Goals for 2019.** Manager only education – Washington has whole committee dedicated to property manager education. They host whole day events and she was willing to send her everything, including speakers and topics. Continue to push for managers to let them know about boards.
19. **NEW BUSINESS**
20. **House Bill 2661.** Where do we stand as a board? We have contractor and owner members. What can the board do with LAC.
21. **Reverse Tradeshow.** Did we approve half-off discount for non-members coming to reverse tradeshow. No. non-members pay more.
    1. Motion: reverse tradeshow will not be discounted to non-members to attend. **Unanimously approved.**
22. **TABLED ITEMS**
    1. COMMITTEE REPORTS

* Membership.
* Marketing.

Meeting adjourned at 2:53pm.

SUMMARY OF ACTION ITEMS:

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| --- | --- | --- |
| Action Item | Assigned To | Comments |
| National Letter | Laura H. | Circulate in word document with track changes on so that board can provide comments, edits, overall feedback |
| Professionalism Policy | Laura H. | Add to National letter |
| Outreach Committee | Laura H./Kate S. | Reach out to Shane to invite him to next board meeting to discuss outreach committee |
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**NEXT BOARD MEETING:**

Wednesday, March 13 at 9:00a.m. at Vial Fotheringham.