**MINUTES OF THE BOARD OF DIRECTORS’ MEETING OF THE OREGON CHAPTER OF COMMUNITY ASSOCIATION INSTITUTE HELD ON NOVEMBER 8, 2013 AT AT THE MULTNOMAH ATHLETIC CLUB, 1849 SW SALMON STREET, PORTLAND OR, 97205.**

**PRESENT:** J. Patrick Moore, President

 Jason Grosz, President-Elect

 Kathleen Profitt, Secretary (10:10 AM)

 Jed Spera, Treasurer

 Barbara Casey, Director

 Eric Gordon, Director

 Leland Jaquay, Director

 Josh Rice, Director

**ABSENT:** P. Stephen Russell, Director

**BY INVITATION:** Laura McDermott, Chapter Administrator

 **CAI-Oregon**

 Chris Tingey

 **Vial Fotheringham**

### CALL TO ORDER

The meeting was called to order at 10:05 AM by J. Patrick Moore.

**II. APPROVAL OF MINUTES**

The Board reviewed the minutes of October 11, 2013.

**AGREED**

**Without objection, the meeting minutes from October 11, 2013 were approved.**

**III. CA REPORT – LAURA MCDERMOTT**

Laura McDermott presented her report.

**IV. REPORTS & DISCUSSIONS**

**A. Treasurer’s Report – Jed Spera**

There was no report from the Treasurer.

**B. Committee Updates & Reports**

**i. Events**

Barb Casey provided a brief update on the Event Committee. The annual gala will be on November 14, 2013. The committee will meet after the gala to discuss outcome.

**ii. Marketing**

Laura McDermott provided a brief update on the Marketing Committee. It was noted that the committee had presented to the Treasurer a budget for 2014 that was significantly higher than previous years due to marketing for the Trade Show. Jed Spera noted that the increase will be accounted for in the budget for next year and a significant portion had already been accounted for in the Trade Show budget.

**iii. Membership**

Eric Gordon provided an update on the membership committee. Additional members are needed for the committee.

**iv. Education**

The report from Angie Bagby was submitted for review by the Board.

**1. Coast Education Event Space Lease**

The Board reviewed the contract from Surftides Inn for the hosting of the cost event.

**AGREED**

**Without objection, the contract for the rental fo the space was approved subject to a clarification of reasonable minimum requirements and cancellation terms.**

**v. CORC**

Laura McDermott provided the CORC report.

**vi. 2014 Trade Show**

Jason Grosz provided a report on the progress of the Trade Show Committee. Education proposals are due next week and the Education Committee will select speakers.

**V. OLD BUSINESS**

**A. Sponsorship Packet Update**

Laura McDermott and Jed Spera presented the 2014 sponsorship packet. Jed Spera noted that the sponsorship opportunities had been adjusted to provide lower cost options and reduce the size of, and simplify, the packet. Lengthy discussion followed, specifically regarding the golf tournament sponsorships.

**AGREED**

**Without objection, the sponsorship packet was approved under condition that Steve Russell have the opportunity to review the packet. Additionally, CORC will be given the opportunity to get their sponsorship packet submitted for distribution at the same time. The sponsorship packet will be distributed on Tuesday, November 12, 2013.**

**B. Office Lease**

The Board discussed the upcoming renewal of the lease for the CAI Office. It was noted that Laura McDermott, J. Patrick Moore and Jed Spera had toured the new Vial Fotheringham office building and had observed the offered space.

**AGREED**

**Without objection, Jed Spera was authorized to negotiate with Vial Fotheringham for office space to a maximum of $325 per month.**

**VI. NEW BUSINESS**

**A. Amicus Brief for Village at Northe Pointe Case**

Chris Tingey presented to the Board his request for Chapter approval to file an amicus brief regarding the Village at Northe Pointe Village Case. Discussion followed regarding the request.

**AGREED**

**Without objection, the Board approved the filing of the Amicus brief.**

**B. Regenesis Contract Renewal**

Laura McDermott presented the Regenesis advertising contract for Board approval. It was noted that, in addition to the cost of the contract of $1,799, Regenesis would be offered a sponsorship package.

**AGREED**

**Without objection, the Regenesis contract was approved.**

**C. Board Meeting Following Gala**

**AGREED**

**The Board will meet again in December to select officers.**

**D. CAI National Awards**

The Board discussed applying for CAI National awards.

**AGREED**

**Laura McDermott will send the Board information for applying for awards.**

**E. 2014 Budget**

Jed Spera reported that he hopes to have the budget for the December meeting, but it may be in January.

**F. Sponsorship at OGA**

Jed Spera asked the Board if the Chapter would sponsor a basket at OGA. Jed explained that the membership of OGA has a high number of HOA owners and it may be a good opportunity to advertise for the Trade Show.

**AGREED**

**Without objection, OGA will sponsor a basket for $350.**

**G. Payroll Processing**

The Board discussed Leland Jaquay continuing to process payroll after he steps off of the Board.

**AGREED**

**Without objection, Leland Jaquay will continue to process payroll for the Chapter. Leland Jaquay abstained from the vote.**

**VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:35 PM.