**May Board Meeting -** Meeting Minutes by for Shelly Lawrence, President Elect

Thursday, June 13, 2019

Mamma Lacona’s Restaurant

Facilitator: Craig Hinson, President

**In Attendance:**

Alex Marckmann, ~~Angela Lovan~~, Brent Humphries, ~~Brian Naaden~~, ~~Brian Sardou~~, ~~Candice Banghart~~, ~~Charity Dunwoody~~, Craig Hinson, Janet Tan, ~~Jeff Tuttle~~, ~~Joel Wolcott~~, ~~John Durman~~, ~~Jon Hopkins~~, Katie Dietz, ~~Lejla Vehabovic~~, ~~Linda Cronk~~, ~~Lori Chambers~~, Lynn Reed, ~~Madhavi Gunturu~~, ~~Margaret Spikes~~, Mark Havlicek, ~~Robert Olinger~~, ~~Ryan Vanyo~~, Sarah Otte, Stephen Rodriquez, Shelly Lawrence

Special Guest: Karen Adamson - Audit

Voting Members: Craig Hinson, Shelly Lawrence, Katie Dietz, Brent Humphries, Lynn Reed, Stephen Rodriquez, ~~Brian Sardou~~ (6 of 7 - have a quorum)

Shelly called the meeting to order at 6:00pm.

Previous Meeting Minutes – Stephen suggested that we move book club (Angela) and video club (Lejla) under the “Other” Discussion. Otherwise the minutes were approved by consensus.

**Karen Adamson – Director of Audit**

* Karen thanked the members of the Audit Committee as well as Katie and Craig. Here high level recommendations are below:
* Procedures need to be re-written – this is a part of Shelly’s project. What happened last year did not follow our procedures.
* Reimbursement of expenses – must have documentation before paying the expense. Receipts, invoice, expense report. In September and October – were a lot without expense reports. Need to make sure that there are expense reports with everything.
* Expenses not submitted in a timely manner – sometimes over year end. Saw many instances of this. Makes closing the books very difficult. Would be a good idea to institute a time frame when receipts have to be submitted by.
* Were significantly over budget in several areas. Did not follow procedure to adjust the budget. Do have policies and procedures to do that but they were not followed.
* Debit cards – who has these? President and VP of Finance. Currently Craig, Katie and Candi have one. Is this still appropriate?
* Appropriate Financial Reporting at each board meeting. Do monthly statement at every meeting.
* Insure that Paypal funds are moved appropriately and promptly into Bank Account.
* Quick Books is going to start charging by Chart of Accounts. We currently have over 500 items in our Chart of Accounts. Katie is looking at this.

Craig asked Karen if she would be willing to audit the first 6 months of 2019 to help us correct any issues she sees before the year is over. Does not have to be the full audit; could be a spot check. Karen will let Craig know.

**Budget / Financial Report – Katie Dietz**

Sara shared that she felt that the Income from sponsors seemed a bit steep this year. She questioned how it was put together. Craig explained the thought process. Sara does have a spreadsheet of groups to contact and she would like people’s help in contacting people. She will get this out to the group as soon as possible.

**Project Charters**

There we no additional project charters to review.

**Area Updates**

**Stephen Rodriquez – VP of Operations**

* Email to executive board if they have other email addresses they want or need to have. All board positions will have an email address – no matter if the position is filled or not. Any empty addresses will forward to the VP.
* Back end admin portal – was changed over the weekend. If you go under the Board and click on Administrator – also there is a logout key under User.
* Video recordings of the chapter meetings; wants to get sponsorships to do this. Want to see who might use them.
* Built a page for Book Club – using a new tool so it looks a bit different than the standard pages.
* Looking into record retention; there are a number of things we should be tracking but are not already.

**Brian Sardou – VP of Programs (Brian was not in attendance)**

* Mark H reported for Brian – looking for speakers for November and December. Thinks Shawn Whitmore will speak on Agile Transformation. Don’t think he will charge anything. Brian is going to move forward on this – not sure on the month.
* PDD is “live” for early registration – this is earlier than usual. Thinks things will pick up. If anyone could share, keep sharing, keep sharing. All communications get about 4-5 registrations. Starts to add up. Stepping up the presentations – around speakers and social media blast.
* Go to LinkedIn – view the posts, like and share, share, share!
* Minimum Chapter Meetings is 8 meetings during the year plus an Annual Meeting.

**Brent Humphries – VP of Marketing**

* Moving forward on a number of marketing items (in execution mode); definitely a team effort.
* On Deck – conversations with Proteon on Gamification; need to make some decisions on SWAG. Need to regroup with Brian Sardou.
* Working on administrative items; currently working on policies and procedures; next up is inventory of storage locker – will pick a time in July and move forward on that.
* Can we move $ from Business Cards and Badges – Brent moved to move $1K to LIM from Business Cards and Badges – motion was approved.
* Has someone he would like to nominate for Director of Photography.

**Lynn Reed – VP Membership and Volunteers**

* At end of semester – now waiting for a new semester to start. Had mentorship dinner on 6/12. Lynn is planning to start talking about this more.
* Lynn will have someone at the next Chapter Meeting to talk to the Mentoring program.
* Job Fair – does not have an update on this.
* Summer Appreciation event – does not have an update on this yet.

**John Durman / Mark Havlicek – Trustees**

* Trustees will help out where there is a gap – let Mark know and he will help out.

**Shelly Lawrence – President Elect**

* Have received some of the Job Description updates; all are due to Shelly by June 30th.
* Shelly has start to combine and check for conflicts.
* Will bring to July meeting (start) to review and approve.

**Craig Hinson - President**

* No additional update.

Meeting adjourned at 7:23pm