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| **ATTENDEES** |
| **BOARD MEMBERS**:  Cheri Umlauf, President  Susan Czarnowski, Treasurer  Ed Simko, President Elect  Jill Titzer Secretary  John Padilla, Information Director  Monique Hafler, Web Director  Joanne Storbeck, Membership    ABSENT:  Carol Novak, Past President  Shah Daneshkhah, Program Director  PR Director position open |

| **Agenda Item** | | **Discussion Threads, Owner, & DuE Date** | **Action Item** |
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|  | Call to Order | President called board meeting to order at 1:16 PM MST. |  |
|  | Roll Call | * 6 Board members participated- see list above * 3 absences * Established a quorum |  |
|  | 2018 | * Board Transition/Articles of Association (AOA)   + Review your position   + Provide any changes to other parts   + Provide any changes needed   + Update and submit changes by 2/15 * Roster to National- updated and sent by Cheri Umlauf to ACPStaff@   + Need to add affiliation date and resend * Roster to BOD with contact info – reviewed and approved by BOD 1/18/18 * Primary/Secondary roles   + Ed will document * BOD Email   + We have the ability to filter by topic   + Who manages email account?     - Email address: arizona@acp-chapters.com     - Need to identify resource to manage going forward     - Sub-committee- John, Monique, Ed, Jill & Cheri to discuss with Carol for filter understanding and decision on ownership   + Personal BOD emails     - Joanne’s is working     - Susan- still not receiving | 1. BOD Roster- JILL- add affiliation date and send to ACPstaff@ 2. AOA- submit changes to Jill by 2/15, Jill will compile and send on to National 3. PRIMARY/SECONDARY ROLLS- Ed to document 4. SUBCOMMITTEE to review email filtering and set up-email filtering sent out -- John, Monique, Ed, & Cheri to discuss with Carol for filter. Cheri to set up first discussion and determine ownership |
|  | Budget | * 2018 Budget   + File was shared   + Cash vs accrual method for chapter financials?     - Continue with cash method to tie to the ending balance of bank statement * Paypal account for Sponsor Renewals   + Sponsorship will be shown in budget at net (Sponsorship amount- minus Paypal fees)   + Cheri- review notifications from Paypal as the BOD is being inundated with announcements     - Who should have an account? BOD determined accounts for:       * Treasurer       * Backup role- TBD * Budget general comments- BOD agreed to the following:   + Consolidate to 1 bucket all expenses for December 2017   + 50/50     - Total $296 for 2017     - Will budget $20 per month     - Ed will give his petty cash $50 for 50/50 back to Susan for deposit- COMPLETE     - Jill will get $50 as back up cash from personal resource, eliminating the need for $50 petty cash from Central Arizona account   + Banner- big     - Banner still with former membership director   + Speakers gifts – 12 @ $25   + Meeting supplies- $50 for the year   + Business Cards- new order with new email address   + License $10   + Legal $75   + Meals- $300 to cover expenses   + Member Awards- lower fee $100   + Publications- table in budget discussion topic below   + PO Box $76   + Combine single lines under same category with notes of what everything is in Budget section * 2017 Chapter Source & Use Funds report   + Due 1/31   + Need audit committee review (Rod, Jill & Monique)     - Susan to resend email with Source & Use to remind audit committee review and sign off   + Cheri to sign during this meeting so that Susan scan and send after audit committee review   + 65 active members, 60 projected members, also using 60 for 2018 budget | 1. 2018 BUDGET- Susan to adjust to “cash” method, and note outstanding 2017 items, resend budget file to BOD- COMPLETE 2. PAYPAL ACCOUNT-Cheri to notification in account- COMPLETE 3. JOANNE get large banner back from Angela SMCI- in progress 4. ED- give back the backup petty cash for 50/50 as former secretary-COMPLETED on 1/18 5. JILL to get personal back up cash to carry for $50/50 6. CAROL to order new business cards with new logo and email address 7. SUSAN- to send Source & Use report review reminder to audit committee- COMPLETE 8. CHERI needs to go to bank to get Debit card 9. AUDIT COMMITTEE- review Source & Use fund approve via email |
|  | Meetings | * Why dwindling participation?   + Meeting Frequency, Monthly?     - Should we consider every other month with December?     - How will this impact value add vs membership fee?     - Is attendance issue as people are not receiving CC or gmail?     - Should we consider contacting membership and grace lists to see why we are not getting attendance?       * Ed- will review and contact     - Can we contact and share information differently?       * Pushing everyone to website       * Could we use CC to send a text?     - Currenlty we have a 30% open rate     - Should we consider providing directions on how to receive CC or email again?     - Decision- Keep meetings monthly   + Webinars? Didn’t really work. Needed a location that could handle a webinar.     - Decision- No for doing webinars * Postponed to a BOD meeting   + Topics   + Improvements * New BOD Day/Time   + Thurs 3PM   + 3rd Thurs of month   + Every other month?     - Will try this, review change in a couple months to see if it working   + 2/15 next meeting | 1. ED- review and contact grace lists and membership list for those not attending |
| 8 | Membership | * Membership –   + Goal- 60 for 2018 * 2018 National proposes prorating membership fee for new members   + Central Arizona needs to vote   + Decision- Central AZ votes yes * ACP sponsored membership for college   + Need to determine how   + GCU and ASU   + Subcommittee- Joanne, Cheri & John * Membership List – maintaining current emails   + - Proposing providing a “buddy” to new members to ensure full participation and indoctrination to chapter       * Assign a BOD member     - Use the following to identify new members       * Meeting RSVP       * Membership list       * Joanne to capture email in sign in sheet going forward     - Need someone to take the lead on how Buddy system will work. | 1. SUBCOMMITTEE- Review sponsoring a membership to Central AZ chapter for college student 2. JOANNE- To begin capturing all email addresses guests, new members and existing members on sign in sheets, and to add a column “Do not share my information with presenter” to Sign in sheet. -COMPLETE |
|  | Survey | * Consider sending out surveys to all members for all meetings in 2018 * Adjust content and tailor questions to attending or not attending * Thereby increasing response% and new ideas * Consider an incentive program for responding |  |
|  | Meetings | * Should we consider providing membership attendees information to presenters * This would need to be approved by members attending meeting * Approval will be incorporated n sign in sheet-   + Active denial- “Do not share my information with presenter” |  |
|  | Sponsorship | * Carol temporary filling roll right now * Review Sponsorship levels   + Decision- keep current program and levels * Name badges –   + 2017 we had previously voted not to put sponsors on badge   + Use peel and stick with marker for membership * DRJ Hosting- * Per discussions with Bob to Jill/Shah DRJ wanted only to partner with us for a room at conference not an actual annual sponsorship |  |
|  | Website | * Added functionality needed * This is an additional cost from National * Monique to review what was minimally needed and send costs for budget purposes to Susan   Decision- to add what is needed- YES | 1. MONIQUE to send Susan recommendation and cost for additional functionality |
|  | Communication | * Constant contact- subcommittee (Monique, John, Susan, Joanne)   + Spreadsheet shared- with alternatives to CC * Decision- CC- vote for getting rid of – vote yes * New options- 2 to replace CC   + EventBrite-Meeting notices   + Need to decide tool for surveys, meeting info, and News letter * Will do a pilot with BOD meetings- Susan with EventBrite * Review the following at Mailerlite, Mailchimp, SurveyMonkey & Zoho for potential survey tool   + Run pilot with BOD * Per Ed Zoho is most secure per ISC * $750 budget will remain until decision is made | 1. SUSAN- Pilot EventBrite for meeting notices 2. CAROL- to look at look at Mailerlite, Mailchimp, SurveyMonkey & Zoho for potential survey tool 3. CHERI to ask if Carol is receiving invoice from CC after payment, update account to make sure BOD is receiving |
|  | Next Meeting & Adjournment | Next Membership Meeting is February 1st  Board Meeting: February 15th  Meeting adjourned at 4:00 pm MST. | 1. Table Shah’s topics for next BOD meeting |