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| **ATTENDEES** |
| **BOARD MEMBERS**: Cheri Umlauf, PresidentSusan Czarnowski, TreasurerEd Simko, President ElectJill Titzer SecretaryJohn Padilla, Information DirectorMonique Hafler, Web DirectorJoanne Storbeck, Membership ABSENT: Carol Novak, Past President Shah Daneshkhah, Program DirectorPR 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
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|  | 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
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|  | 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
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|  | 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
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| 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
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|  | 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
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|  | 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”
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|  | 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
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|  | 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
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|  | 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
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|  | Next Meeting & Adjournment | Next Membership Meeting is February 1stBoard Meeting: February 15thMeeting adjourned at 4:00 pm MST. | 1. Table Shah’s topics for next BOD meeting
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