



Board Meeting Agenda

June 18, 2014

7:30 a.m. – 8:30 a.m.

Members present: Susan Willars, Dana Brandt, Katherine Sanford, Tammy Oehlke, Eileen Brown, Rebecca Stirzaker

CMP Management: Mark Taylor

- I.** Susan Willars called the meeting to order at 7:35am. The Minutes of the May 24, 2014 Board Meeting and the May Financials will be presented for approval at the next Board Meeting.
- II.** Susan Willars lead a discussion on the progress of the Annual Conference. Mark Taylor noted that the Sponsorship section of the Annual Conference website will go live this week and all previous sponsors will be contacted. The Registration section of the website will be live by June 30 and an email blast will be sent to the entire database.
- III.** Susan Willars has recommended the appointment of Tammy Oehlke as President Elect as Katherine Sanford will not be able to serve on the Board after this year. Susan has also recommended that Kathy Sanford be appointed as Treasurer to finish out this year. An email will be sent to the Board to vote on the appointments.

Action Items

- a. Susan Willars will send a list with assignments to target facilities in the Austin area to invite to the Annual Conference.
- b. CMP will provide a template email to the Board Members for sending to contacts.
- c. CMP will send an email to the Board to vote on the appointment of Tammy Oehlke as the President Elect as that office will be vacated by Katherine Sanford.

Being no further business Susan Willars adjourned the meeting at 8:15am.

The next Board Meeting will be July 16, 2014 at 7:30 am