



## Board Meeting Minutes

July 16, 2014

7:30 a.m. – 8:30 a.m.

Members present: Susan Willars, Tammy Oehlke, Eileen Brown, Becky Stirzaker, Lisa Bibb, Cheryl Jones, Marcos Ramirez, Teresa Westover, and Jennifer Rummel

CMP Management: Mark Taylor

- I.** Susan Willars called the meeting to order at 7:34am. A motion to approve the minutes of the June 18, 2014 Board Meeting was presented by Becky Stirzaker, seconded by Tammy Oehlke and unanimously approved.
- II.** Tammy Oehlke reviewed the June 2014 Financials and noted that the income and expenses are tracking as expected. A motion to approve the June 2014 Financial Reports was presented by Marcos Ramirez, seconded by Eileen Brown and unanimously approved.
- III.** Cheryl Jones noted that the communications committee had completed and delivered the chapter newsletter in June.
- IV.** Susan Willars reviewed the June Membership report. It was noted that the membership total of 43 is significantly below the previous year total of 69.
- V.** Susan Willars lead a discussion on the progress of the Annual Conference. Mark Taylor reported that two sponsors had committed to the Diamond Level at \$2,000 each. Registration is open, however no attendees have register at this point. The Board considered options for the hotel and there was unanimous support to accept the offer from the Embassy Suites hotel.
- VI.** A motion to ratify the electronic vote that unanimously approved the appointment of Tammy Oehlke as President Elect and Kathy Sanford as Treasurer to finish out this year was presented by Jennifer Rummel, seconded by Becky Stirzaker and unanimously approved.
- VII.** Being no further business, Susan Willars adjourned the meeting at 8:07. The next Board Meeting will be August 20, 2014 at 7:30 am

### Action Items

- a. CMP will provide a template email to the board members for sending to contacts for registration and sponsorship.
- b. CMP review the Officer Election process in preparation for the next board meeting.