



Executive Board Meeting Agenda November 2, 2018 – 9:00 a.m.

Present: Leslee Fritz, Jim Smith, Colin Naimy, Lisa Hoehn, Debbie Graves

Absent:

Call to order: 9:03 a.m.

1. Changes to the Agenda
2. Approval of Minutes – motion by VP, 2nd by Treasurer – all approved
3. Old Business
 - a. September financials were approved.
 - b. 2019 Budget – \$335 for website redesign/new template would need to be added; deciding where to place it; question to GBTA – why are we having to pay?
 - c. Motion by Debbie, 2nd by Lisa – all approved to move forward with redesign fee based upon response from GBTA.
4. New Business
 - a. Review October meeting
 - i. 21 survey responses received – President to pull responses and share with the board
 - ii. One vendor expressed concerned that price was a bit high
 - b. Leadership Summit
 - i. \$150 registration fee through January 8, 2019
 - ii. Estimate cost for airfare (provided we don't receive tickets from Delta)
 - iii. Can exec. board members attend? Do we want to invite committee chairs (if yes, who? Also based upon the agenda) Treasurer to do analysis for board plus two.
 - c. Chapter PO Box
 - i. Retain current PO box
 - d. CPC email summaries
 - i. Will review with Patrick how often they are received (seemingly bi-monthly)
 - e. Committee/position alignment
 - i. Chair to align with Treasurer; President will align with Education Chair; possible other shifts
 - f. Board transitioning (StarChapter recommendations)
 - g. Bylaw review – appointment of officers
 - i. Chair has emailed to membership drafted regarding changing the bylaws
 - h. 2019 insurance coverage

- i. GBTA-CPC renewal of insurance \$424 premium; \$1M from GBTA covers all chapters; board of directors insurance separate
 - i. 2019 & future board travel booking process
 - i. Will determine who we can continue with ALTOUR's support
 - ii. Other travel tasks to be assigned to exec. board with MBTA credit card
- 5. Committee Reports
 - a. Charity Committee
 - i. Issued entries for wine drawing seemed to go well
 - ii. Need committee members to help with December event
 - iii. Added new charity chair to meeting notices
 - b. Education
 - i. BTN unavailable for December's meeting
 - ii. CWT 2019 travel forecast presentation TBD – VP to contact Brett Elzinga for presenter
 - iii. President to oversee this committee in 2019
 - c. Government Committee
 - i. No updates at this time
 - d. Meeting Planning Committee
 - i. BEO for Royal Park is signed
 - ii. Golf outing being reviewed – other options to be proposed to board. If golf, offer no additional event same day; other networking event like Tigers game
 - iii. Working on February meeting
 - e. Membership Committee
 - i. Secretary shared GBTA webinar notes with membership chair – great information shared
 - f. Scholarship
 - i. Awaiting final 2019 scholarship proposal
 - ii. President to update with scholarship chair next week
 - g. Sponsorship
 - i. Sponsorship chair did a fantastic job of putting together 2019 sponsorship levels
 - ii. Need to communicate to membership soon
 - h. Technology Committee
 - i. Tech chair is doing great! Learning StarChapter and working alongside President and Chair
 - i. Public Relations
 - i. Launched new member “huddle” at October event. Went really well. Many signed up for committee interest
 - ii. Need to follow up with the list of those interested in committees
- 6. Other Business
 - a. Files – need to be destroyed properly; get paper loaded onto disk; Treasurer suggested her son to do the work \$20/hr.
- 7. Adjournment – 10:20 a.m.