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| <b>Date and Time</b> | June 1, 2017 @ 10 am   |
| <b>Location</b>      | Via phone  |
| <b>In Attendance</b> | Joann Gadbaw, President<br>Tiffanie Clifford, Secretary / Treasurer<br>Michael Curtin, Board Member-at-Large |
| <b>Absent</b>        | Kathleen Bergquist, Association Manager  |
| <b>Guests</b>        | N/A  |

### Call to Order

The meeting was called to order at 10:02 am.

### Approve Minutes

The minutes from the May 5, 2017 board meeting were approved unanimously.

### Financial Report

The financials for May have not been reconciled yet, as it is just the day after month end.

### June Event

- West Café is confirmed for our June 6<sup>th</sup>, 2017 end of year celebration, we anticipate 25 attendees.

### Elections

Due to new information regarding the election process for non-profits, the Board held a special meeting on May 30<sup>th</sup>. The minutes were reviewed and will be posted in the next day. The Board confirmed that for the election process, each candidate purely runs, no positions are listed on the ballot. All election forms have now been posted on the Chapter Documents section of the website.

Joann confirmed that three members completed the nomination form. The Elections Committee (Cheryl Wunder and Tiffanie Clifford) will then vet the candidates through an

interview process. Once interviews are completed by June 8th, then candidate names will be submitted for membership vote (potentially June 12-15).

The Board has asked for a copy of the ballot template from the Association Manager. The Board wants to insure the ballot verbiage reflects consistency with the by-laws.

### **Board Leadership Transition**

Election results should be finalized on June 16, therefore, the goal is to fully transition the new leadership by June 30. We anticipate phone calls and exchange of documents and are willing to participate in calls as needed to ensure a smooth transition.

### **Key Bank**

Joann shared that her debit card is linked to our ongoing monthly bills and needs to be kept active. The current Board's debit cards will be deactivated and only the President's card will remain active until June 30<sup>th</sup>. Tiffanie has also reached out to KeyBank regarding the transition process and a special meeting will need to occur and those minutes signed for KeyBank documentation purposes. Tiffanie will then take the signed special minutes to KeyBank with the new Board President by July 1<sup>st</sup>.

### **Annual Report**

The Board reviewed a draft Annual Report and with revisions it should be ready for posting on the website by June 2.

### **Adjournment**

Meeting adjourned at 10:55 am.