



*Board of Directors Meeting Minutes  
December 12, 2018 at 10:00 a.m.*

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**Location:** Videoconference

**Board Members Present:** Sam Knudsen, Tom Granucci, Cynthia Lermond, and Ken Carabello

**Board Members Absent:** Anna Kafka and Carrie Gustafson

**Staff Present:** Morgan Grabau-Dosskey, Catherina Isidro

**A. Welcome/Call to Order**

A meeting of the FMHAC Board of Directors was called to order by Ken Carabello at 10:03 a.m. on December 12, 2018.

**B. Introduction of Members and Guests in Attendance**

Catherina conducted a roll call of all those in attendance.

**C. Approval of Agenda**

The agenda was sent to the members via email prior to the meeting. The Board approved the agenda with all in favor, none opposed.

**D. Approval of Minutes**

The minutes from November 7, 2018 were reviewed by the Board. Sam put forth a motion to approve the minutes as discussed and amended. Tom seconded the motion. All in favor, none opposed.

## E. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Review of Financial Report</i></p> <ul style="list-style-type: none"> <li>○ Catherina reported the Comparative Statement of Financial Position shows that total cash as of December 10, 2018 is up by \$117,738.16 compared to prior year.</li> <li>○ She also reported the Total Net Assets increased by \$116,097.75, while Current Liabilities is decreased by \$1,197.46, resulting in an Equity increase of \$117,295.21.</li> </ul>		
<p><i>FMHAC Board Vacancy Discussion</i></p> <ul style="list-style-type: none"> <li>○ Ken reviewed upcoming Board vacancies in 2019: Vice President, Treasurer, and President Elect. The Board discussed how to notify the membership of these vacancies and a procedure of reviewing nominations in line with the by-laws.</li> <li>○ Cynthia stated that she will follow-up with the CFO at Gateways, Linda Sanner, regarding her potential interest in the Treasurer position. Sam stated he will ask a CPA at the Attorneys Union if he has an interest in the position. Ken will survey Liberty staff to explore whether any of them are interested.</li> <li>○ Sam indicated he will continue in his position unless there is someone interested in the position who might better serve the Association.</li> <li>○ Ken reported he believes the Association needs to identify a President-Elect in 2019 who will take his position in 2020.</li> </ul>		<p>The Board will follow-up with exploring potential candidates for the Board vacancies.</p>
<p><i>Annual Conference Update</i></p> <ul style="list-style-type: none"> <li>○ Tom reported he is working on Susan Burton's paperwork for her presentation and will submit it to Morgan by the end of the week.</li> <li>○ Catherina reported she has made multiple efforts to contact key players with the Innocence Project on the west coast, without success.</li> <li>○ The Board discussed potential other presenters for the closing on Friday to assist the Conference Planning Committee, as time is of the essence.</li> <li>○ Morgan provided an update on the registration stats and an overview of changes to the schedule to accommodate MCLE session options.</li> <li>○ Morgan reported the POST application is almost ready to be submitted; unfortunately W2D will not be included in this submission due to not having the needed information to be included in the application.</li> <li>○</li> </ul>	<p>The Board suggested abandoning this path given the lack of response from the Innocence Project.</p>	<p>Tom and Sam will follow-up with potential closing speakers and update Catherina, Morgan and the Board on their findings.</p>

<ul style="list-style-type: none"> <li>○ Morgan provided an update on planning for the W2D track and presented for discussion how to address deadlines with Kit Wall in planning the W2D track.</li> </ul>	<p>Ultimately, it was agreed deadlines would need to be made clear to Kit Wall and maintained so as not to hinder the planning process.</p>	<p>Morgan and Catherina will keep Ken apprised of any upcoming or missed deadlines needing to be addressed with Kit.</p>
<p><i>Staff Compensation</i></p> <ul style="list-style-type: none"> <li>○ (Catherina and Morgan not present for discussion.) In the agenda, Catherina proposed a holiday bonus for staff based upon the hard work demonstrated by the FMHAC staff this year. She proposed a bonus structure that does not increase the Association’s fixed cost. The proposal was for Morgan Grabau to receive a \$1000 bonus and for Catherina Isidro to receive a \$1500 bonus.</li> </ul>	<p>The Board considered Catherina’s proposal and supported the recommendation for both bonuses in recognition of their hard work and achievements.</p>	<p>Ken will inform Catherina the bonuses were approved.</p>

**D. Next Meeting**

Trina will send a doodle poll to schedule the next meeting.

**E. Adjournment**

The meeting was adjourned by Ken Carabello at 11:18 a.m.

*Final Version of Minutes submitted by Cynthia Lermond on December 12, 2018.*