



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

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"> ○ 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. ○ 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. 		
<p><i>FMHAC Board Vacancy Discussion</i></p> <ul style="list-style-type: none"> ○ 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. ○ 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. ○ Sam indicated he will continue in his position unless there is someone interested in the position who might better serve the Association. ○ Ken reported he believes the Association needs to identify a President-Elect in 2019 who will take his position in 2020. 		<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"> ○ 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. ○ Catherina reported she has made multiple efforts to contact key players with the Innocence Project on the west coast, without success. ○ The Board discussed potential other presenters for the closing on Friday to assist the Conference Planning Committee, as time is of the essence. ○ Morgan provided an update on the registration stats and an overview of changes to the schedule to accommodate MCLE session options. ○ 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. ○ 	<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"> ○ 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. 	<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"> ○ (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. 	<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.