



Board of Directors Meeting Minutes

October 28, 2011 at 2:00 p.m.

Location: Teleconference

Members Present: Alison Stanley, Molly Willenbring, Cynthia Lermond, Mark Grabau, Jane Lovelle, Munir Sewani, and Dave Meyer

Members Absent: Douglas Smith

Opening: A meeting of the FMHAC Board of Directors was called to order at 2:05 p.m. on October 28, 2011 by Mark Grabau.

A. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. The board reviewed and approved the agenda for today's meeting.

B. Approval of Minutes

The board reviewed and approved the minutes for the Board of Directors Meeting dated September 30, 2011.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Marketing Dr. Kellerman</i></p> <ul style="list-style-type: none"> ○ Alison reviewed the marketing spreadsheet including considerations for ways to market Dr. Kellerman’s talk. She reviewed costs for marketing with various associations. ○ Mark encouraged using free advertising opportunities and then prioritizing those that require costs. ○ <i>Motion:</i> Alison put for the motion to use paid advertising through CAMFT, NASWA, CPA, and Freelance.com. That would total \$1160, which is \$160 over the budget. 	<p>The Board voted to approve the motion.</p>	<p>Molly will contact Mark of CPA to see if it is possible to get a discount on advertising.</p>
<p><i>Conference Budget for Presenters</i></p> <ul style="list-style-type: none"> ○ Mark explained that we are getting close to the limits of the travel budget for presenters and there remain a number of arrangements to be made. He encouraged being cautious and prudent regarding travel arrangements so as to stay within budget. Mark also asked for ideas from the Board regarding staying within budget and alternative solutions. ○ Molly sent the travel expenses for presenters to the Board and Mark facilitated a review of the estimated costs. A rough estimate of costs for presenters is \$27,860 but this doesn’t include a number of expenses she will need to calculate an accurate estimate. ○ It was determined that the Board will review the projected travel expenses once we have all of the presenters’ travel expenses accounted for. With that information, the Board will make determinations regarding how to proceed within budget. ○ Alison brought up concerns regarding Erin Alexander of the Planning Committee being out of the loop regarding presenters on the legal track and having difficulty contacting Dave. It was agreed that in, the interest of clarity, it would be best for Erin and Dave to communicate directly regarding this matter. 		<p>Molly will gather information from presenters regarding their travel expenses and provide it to the Board for review at the next meeting.</p> <p>Dave, Molly, and Erin will collaborate regarding coordinating the legal track presenters.</p>

<p><i>Community Enterprise Software</i></p> <ul style="list-style-type: none"> ○ Molly discussed Community Enterprise Software, which is designed for non-profits to manage their organizations. The cost would be \$200. It manages content for the website, bulk email service, manages members and contacts, documents management and storage. It also allows for member, board, and committee sections on the website, some event management, and application management (i.e. call for papers). Molly discussed the ways these tasks are currently managed across various software products. The Community Enterprise Software would consolidate these processes in one place and limit those costs. Molly estimated that the cost for hosting would be \$75/month and there would be a one-time set-up consultation fee. This would represent approximately \$700/year savings. ○ Dave encouraged talking to other customers about their experiences and doing more demo work to learn more about the product. ○ Mark encouraged learning more about all of the costs and the services available. 		<p>Molly will follow up with Community Enterprise Software to learn more about the product and its costs/services.</p>
<p><i>Update on Executive Director Evaluation Process</i></p> <ul style="list-style-type: none"> ○ Mark did not have an update for the Board at this time. 		<p>This matter will be addressed at the next Board Meeting.</p>
<p><i>COMIO Update</i></p> <ul style="list-style-type: none"> ○ Molly and Charlie Walters generated a draft of the agreement, which is being reviewed by a lawyer at this time. Once that is done, Molly will distribute it to the Board and then to a lawyer who will review it for FMHAC's best interest. Molly is hopeful something will be ready to be presented to COMIO in the next few weeks. ○ Molly reported that Charlie has been working on getting start-up funds for this project. She discussed his commitment to the project and is optimistic that FMHAC will get money from this venture in the next year. 		<p>Molly will continue to update the Board on this venture.</p>

D. Next Meeting

The next meeting is scheduled as a teleconference on November 9, 2011 at 3:30 p.m.

E. Adjournment

The meeting was adjourned by Mark Grabau at 3:25 p.m.

Minutes submitted by Cynthia Lermond on November 8, 2011.