

Board Meeting Minutes

Wednesday, May 27, 2009- 2pm PST/3pm MST

Attending: Donna Phillips, Angela Vanderpas, Bruce Godfrey, Kindra Serr, Dan Spinosa, Danielle Favreau, Betty Conces

Business:

A. Cvent review

- Overall, the board considered this to be a good option. We would be able to do correspondence, different categories for registration (i.e., vendor, member, etc.), reminders, post cards, online-membership registration, and have templates created for specific events. This would automate a lot of the things board members do to prepare for conferences.
- It would cost around \$2700 a year to work with 250 registrants.
- The board still has several questions:
 - o Is it less per year if we do less registrants?
 - o Is this an investment or something we can continue doing ourselves?
 - o Do they charge per transaction and set up financial options for you?
 - o How does this compare to Thriva?
 - o Does it have other up front costs?
 - o What are our other options (Thriva, URISA template/interface)?
- The board agreed Cvent was worth a closer look. Betty and Dan will continue to investigate this and get answers to the above questions. They will report on this in October.

B. General Budget

- Bruce has put all account transactions since July 2008 into Quicken. Not all the conference accounts have been settled. We still need a bill from Pacific Agenda and there are a few registrations that have not come in yet. Overall, the conference put us in the hole about \$10,000. The cost of the facilities was the biggest factor for the cost of the conference, followed by poor attendance (130 attended the conference).
 - o The board will consider other venues to hold the 2011 conference. It is currently scheduled for Pocatello, but Boise, as a more central location, is being considered. Travel restrictions will also affect the location
- Final conference budget numbers will determine if we will even have enough budget to operate during the year.

C. Website updates

- Sponsor page needs updated to have logos with links out on web as promised to conference vendors. Danielle will get with Becky on this.

D. Changing Board Positions

- Board positions change July 1. Current board members that are leaving are going to write a short list of job responsibilities and current tasks they are working on.
- Betty will work on getting a board member packet into PDF form for new board members. Kindra will make sure to get the list of members to Danielle.

E. Miscellaneous

- Angela is nearly done with the newsletter. She needs help with a few pages. Donna offered to contact Gail Ewart and Dennis Hill about writing an article for the newsletter. Angela will contact Ed Young about poster winners. The newsletter link will replace the conference link that is on the homepage.
- Bruce and Betty need to go to the bank soon and do a transfer of signature for the treasurer position. They will do this later in June.

Reports:

Bruce: Financial Update

- There is just over \$16,000 in our account.

Donna: President's Update

- The board needs to come up with ideas to raise funds for the upcoming year. Regional activities can be done and may be the best way to generate revenue.