



**Board Meeting Minutes**  
**February 17, 2016**  
7:30a.m. – 8:30am

Members Present: Marcos Ramirez, Becky Stirzaker, Mark Sherry, Eileen Brown, Dana Brandt, Teresa Westover, Alex Hayman and Mark Taylor of CMP Management

- I.** Becky Stirzaker called the meeting to order at 7:50 am. Mark Sherry made a motion to approve the minutes of the January 11, 2016 Board of Directors meeting. Eileen Brown seconded the motion and it passed unanimously.
  
- II.** Marcos Ramirez reviewed the financial reports of December 2015 and January 2016. Marcos noted that the income, expenses and cash are in line with expectations for this time in the fiscal year.
  
- III.** Becky Stirzaker led a review of the 2016 Annual Goals that were established in the January meeting. The owner of each goal identified the next action items and milestones and recorded those in the SmartSheet agenda.

Becky noted that regarding her first goal, publishing a newsletter, she had produced and distributed the February addition of the newsletter

- IV.** Marcos Ramirez presented the Draft FY2016 Budget and noted that the budget presents a relatively conservative income projection of \$51,615. The projected expenses of \$50,265 are in line with the levels in the most recent years. The net income is projected to be \$1,350.

Marcos also presented the budget for the 2016 Annual Conference with a projected income of \$38,700; expenses of \$15,250 and net income of \$23,450. If the board decides to have the annual conference in October of 2016 the budget for this conference will be added to the Draft Budget for FY2016 as the event would then fall into the 2016 Fiscal Year.

Budget. Mark Sherry seconded the motion and it passed unanimously.

- V.** Mark Sherry reviewed the process for affiliation reporting to ASHHRA and asked the board members to support him in gathering the appropriate documents for the report.
  
- VI.** Becky Stirzaker asked Mark Taylor to distribute an email to the board asking for a vote on the timing of the 2016 Annual Conference.

Being no further business Becky Stirzaker adjourned the meeting at 8:32 am.

The next Board meeting is schedule on Wednesday, March 16, 2016 at 7:30am.