



Board Meeting Minutes

May 18, 2016

7:30a.m. – 8:30am

Members Present: Becky Stirzaker, Marcos Ramirez, Alex Hayman, Lisa Bibb, Tammy Oehlke, Mark Sherry and Mark Taylor and Amber Waddell of CMP Management

- I.** Becky Stirzaker called the meeting to order at 7:35 am. Alex Hayman made a motion to approve the minutes of the April 20, 2016 Board of Directors meeting. Mark Sherry seconded the motion and it passed unanimously.
- II.** Marcos Ramirez reviewed the financial reports of April 2016. Marcos noted that revenue is on track with the budget as well as expenses. Marcos Ramirez made a motion to approve the April 2016 Financial Reports as presented. Tammy Oehlke seconded the motion and it passed unanimously.
- III.** Marcos Ramirez reported that the IRS Form 990-N had been filed for 2015. The organization has less than \$50,000 in revenue for 2015 and therefore the 990-N short form is what was filed.
- IV.** Becky Stirzaker reported that we are on track with the 2016 Annual Goals.
- V.** Alex Hayman recommended that we offer a CHHR exam on November 3, 2016 prior to the TSHHRAE Annual Conference. Amber Waddell will look into cost and availability of the Doubletree Hotel or Norris Conference Center.
- VI.** Marcos Ramirez reported that the first meeting of the Scholarship Program Task Force has set its first meeting and he will report back to the results at the next board meeting.
- VII.** Mark Taylor presented four policies for the Board of Directors to consider for adoption:

- b. Duty of Care
- c. Social Media
- d. Conflict of Interest

Mark asked the board members to review the proposed policies and that we will discuss them and bring them to a vote at the next board meeting.

VIII. Alex Hayman discussed that the agenda for the Annual Conference is close to completion and registration will open up in June.

IX. Marcos Ramirez reported that two top level sponsors have been confirmed for the Annual Conference and several other sponsor opportunities are being pursued.

X. Becky Stirzaker reported that the May newsletter has been produced and distributed.

Being no further business Marcos Ramirez motioned to adjourn the meeting and Alex Hayman seconded. Becky Stirzaker adjourned the meeting at 8:02 am.

The next Board meeting is schedule on Wednesday, June 15, 2016 at 7:30am.