



Board Meeting Minutes

April 15, 2015

7:30 a.m. – 8:30 a.m.

Conference Call 1(855) 640-8271

Participant Code 494-15-688

Members present: Tammy Oehlke, Susan Willars, Dana Brandt, Rebecca Stirzaker, Alex Hayman, Teresa Westover, Jennifer Rummel and Marcos Ramirez

- I.** Tammy Oehlke called the meeting to order at 7:31 am. Dana Brandt made a motion to approve the Minutes of the March 18, 2015 Board meeting. Marcos Ramirez seconded the motion and it was approved unanimously.

- II.** Teresa Westover reviewed the March 2015 Financial reports. She noted that the income and expenses were in line with expectations year to date. Teresa Westover made a motion to approve the March 2015 Financial reports as presented. Alex Hayman seconded the motion and it was approved unanimously.

- III.** Membership: Dana Brandt noted that she had contacted a renewal that was having a problem with the process and asked Mark Taylor to follow up with the member. Alex Hayman recommended a discount for new members to help increase the number of new members. After discussion Marcos Ramirez made a motion to offer new Active Members a price of \$50 for the time period of May 1, 2015 to July 31, 2015. Becky Strizaker seconded the motion and it was approved unanimously.

- IV.** Communications: Alex Hayman requested the participation from the board members to update their LinkedIn profiles and to participate on the blogs. Alex offered to assist all Board Members with creating or updating their LinkedIn profile. Alex reviewed the TSHHARE business card design. Alex will work with CMP Management to incorporate the recommended edits.

the Annual Conference. The Thursday evening reception still needs to be finalized and aligned with the sponsorship plan.

Teresa Westover presented the proposed budget for the 2015 Annual Conference. Following discussion on the budget Teresa motioned to approve the budget as presented. Marcos Ramirez seconded the motion and the board passed it unanimously.

VI. Tammy Oehlke noted that she has received the 2015 CMP Management contract for review. She will be asking a few members of the board to review it as well before presenting to the board for approval.

VII. Mark Taylor presented that MemberClicks, the Association Management Software system that TSHHRAE uses, has offered to upgrade TSHHRAE to their new platform including a responsive website template at no additional cost. Mark noted that there would no more than \$1,000 in development cost to update the website. The board expressed support of the accepting the offer as long as there are no hidden costs. Mark Taylor will confirm that there are no hidden costs before moving forward with the update.

VIII. Being no further business Tammy Oehlke adjourned the meeting at 8:35am.

The next Board Meeting will be held on Wednesday, May 20, 2015 via conference call at 7:30 am.