



Board Meeting Minutes

May 20, 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, Alex Hayman, Teresa Westover, Marcos Ramirez and Eileen Brown.

- I.** Tammy Oehlke called the meeting to order at 7:33 am. Marcos Ramirez made a motion to approve the Minutes of the April 15, 2015 Board meeting. Eileen Brown seconded the motion and it was approved unanimously.

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

- III.** Mark Taylor reviewed the Membership Report and noted that we have had 27 members renew so far this year versus 32 at this time last year. Tammy Oehlke asked CMP Management to send an email to the membership reminding them of the Listserv features and how to use it.

- IV.** Alex Hayman requested the board members to participate in the LinkedIn community with postings.

- V.** Education/Annual Conference: Alex Hayman reported that the speakers for the conference have been confirmed and he is now working on gathering the subject of their content so that it can be promoted. Marcos Ramirez encouraged the Board members to reach out to their business contacts for sponsorship opportunities. Mark Taylor noted that the CMP Management will be sending out sponsorship email blasts

be sent to the Board members so that they can forward it to their business contacts.

- VI.** Tammy Oehlke noted that she and a group of board members had reviewed the CMP Management contract. After negotiating a few items in the contract Tammy recommended to the board that the contract be approved. Eileen Brown made a motion to approve the CMP Management contract for 2015-2016, Alex Hayman seconded the motion and it passed unanimously.
- VII.** Mark Taylor confirmed that the cost of the new platform for MemberClicks, the Association Management Software system that TSHHRAE uses, is \$185 per month and that there are no hidden costs to move to the new platform. Memberclicks will also update the website to a responsive platform for free (this is a \$3,000+ value). The only costs TSHHRAE will incur for the website update will be if a web developer is needed to make changes and or updates to the content to align with the new platform. Mark estimated that this cost would not exceed \$1,000.
- VIII.** Being no further business Tammy Oehlke adjourned the meeting at 8:12am.

The next Board Meeting will be held on Wednesday, June 17, 2015 via conference call at 7:30 am.