

Board Meeting Minutes of Maine Chapter of CSI

Wright-Pierce Topsham

August 6, 2013

Prepared by: Craig Wetmore

Attendees: Doug Rice, Bill Charland, Dick Eustis, Craig Wetmore, Ron Frazier, Conor O'Brien, Dan Miller, Troy Johnson. Cathy Michaud, Charissa McCarver

Doug Rice started the meeting at 5 p.m.

Discussion took place on the following items:

1. Reviewed the financial statements and discussed all of the line items.
 - a. Monthly program was short due to our having 7 instead of 8 meetings
 - b. Northeast Region assessment included the 2012 rebate and that should have been coded as Misc. Income.
 - c. Travel needs to be broken out by conference that was attended.
2. 2014 Budget discussion:
 - a. Dues: dropping to \$2,500
 - b. Monthly meetings: Increase the expense to equal the \$6,000 of income
 - c. Table tops to be added as \$1,000 income
 - d. Seminar Income: have the expense equal the income and try to do it this budget year
 - e. Committee expenses: Cut to \$200
 - f. Travel expense increased to by \$1,000 to \$3,500 and offset by NER rebate
 - g. Website ads to be \$1,200 to income
 - h. Increase National Show travel budget by \$1,200
 - i. Budget balances at \$16,800
3. Northeast Region: Board appointed Bill Charland. Craig Wetmore sent information to Cliff Marvin.
4. Membership: Cathy Michaud is not receiving emails, so Craig Wetmore will need to get her on there.
 - a. Cathy Michaud can order membership files, posters, swag, etc... to distribute to the members to help
5. Chairs open positions:
 - a. Emerging professional chair
 - b. Historian chair (Harriman holds the documents) asking Jeff Larimer
 - i. Dick Eustis will create a list of historical items that the chapter should have
 - c. Newsletter editor:
 - d. Technical Committee: Valerie Paquin-Gould
 - e. Student Affiliate:
 - f. Seminar Committee: Dan Miller, Charissa McCarver, Conor O'Brien and Craig Wetmore (formerly known as the Product Show Committee)
 - g. Product show committee: voted to merge this into the Seminar Committee
6. Chapter website:
 - a. The old website is still open due to the issues with PayPal and a way of sending the newsletter. A motion by Bill Charland and seconded by Craig Wetmore that the Webmaster, Program Chair, President and the Treasurer be set up on a new Pay Pal account and kill the old account. The new account would be on the new site.
 - b. Check in to Four Square.
 - c. Clairissa brought to light that the newsletter announcement should be pasted in the email versus clicking on a link.

7. Region award nominations are due in September.
8. Officer's responsibilities information is on the website and Doug asked us all to read and know our roles.
9. Chapter Calendar is on the website and Doug asked to have all of us look at it for upcoming events, deadlines, etc. . .
10. Survey monkey is available to us if the group thinks that there is a need.
11. Monthly Meeting topics:
 - a. September is to be at the Muddy Rudder and Dan & Doug are working on a presentation for New Forma Software.
 - b. October is to be in Portland and Charissa & Conor are working on a tour of the new Hyatt.
 - c. November is to be at UMO for the planetarium construction project and Bill Charland is working on this meeting.
 - d. The remainder of the year is still in discussions.
12. When should board meetings be held?:
 - a. Last Wednesday of the month at 6 p.m.