

**Board of Directors Meeting  
Thursday, February 2, 2017**

**Board Members Present**

**(those present denoted with underline)**

Todd Cleland, Roger VanHoy, Ryan Elias, Stacey Willenborg,  
Mona Ellerbrock, Jessica Watts, Paul Sturm, Adam Johnson,  
Adam Causgrove, Jill Bond, Julie Smith, Jennifer Leed Schwartz, Brad Fravel,  
Tamara LaFrance, Alex Pietsch, Robin Seth Shah

**Others Present**

Allyson Williams

**Welcome & Call to Order**

Roger welcomed everyone to the meeting. Allyson called Roll.

**Consent Agenda**

Roger motioned to approve the consent agenda pending confirmation of the Marc Gibson question regarding the refund fee. Adam Seconded.

MOTION APPROVED

- A question was raised during financial approvals about a refund of \$100 to Marc Gibson. The short explanation is it was an accounting action to clear an excessive outstanding invoice (since he had already paid) on the back end, more detail below.
- Detailed explanation: Marc registered for the mastery series class on 6/20/16 but did not pay his \$100 fee. Marc's assistant asked finance to create an invoice so the fee could be paid. After the invoice was created, his registration was paid through MemberClicks and finance was not aware therefore, the invoice was outstanding at the end of the fiscal year. After finance asked Allyson about the outstanding invoice, and MemberClicks showed his payment was made, the only way to "remove" the invoice was to credit it off on December 12, 2016.

**Announcements (If any)**

Lenna Cominos is stepping down from the NACRO Board of Directors effective immediately. Paul Sturm has graciously agreed to stay on the Board another year as the senior chair of Benchmarking. The

Nominating Committee will identify an individual for the co-chair role and present at the Mid-Winter meeting.

**New Business**

a. NACRO 2015 Form 990

This is our non-profit tax return for NACRO and requires a formal Board vote to proceed.

Brad motioned to approve the filing of the NACRO Form 990 and for the VP of Finance to sign it.  
Robin Seconded.

MOTION APPROVED

b. Update on annual conference (Tami & Alex)

- Conference will be held August 9 – 11, 2017
- Blueprint, Mastery and first reception will be held at PACCAR Hall on the University of Washington campus.
- Main conference and second reception will be held at Ball Harbor.
- Three hotels contract: Seattle Marriott Waterfront, Motif Seattle and Warwick Seattle
- Alaskan Airlines have provide a discount for NACRO attendees.
- Received 14 submissions for sessions and panels.
- Two confirmed speakers are Bill Ayer, UW Regent and former CEO of Alaska Airlines and Scott Carson, WSU Regent and former CEO of Boeing Commercial Airplanes

c. Update on midwinter meeting (Jill)

- 57 registrations as of the Board meeting
- Agenda on website
- AT&T Conference Center hotel is sold out
- Phone lines in break out rooms are expensive, so please confirm if you indeed need a conference phone.
- Email Allyson any supply requests you have for your committee meeting.

d. Discussion on committee needs for Marketing support

The co-chairs reminded the Board that Marketing is striving for consistency with all NACRO communications. Numerous requests for committee support are coming into the Marketing Committee and in turn, Marketing plans to manage the workflow by working backwards from a specific deadline and share timelines. The newsletter co-chairs are doing a great job gather information articles for the newsletter. NACRO has had a definite increase in our website traffic. The number of minutes individuals are staying on the website has increased, which in turn means they are taking time to viewing multiple articles and pages on the website. Each committee is encouraged to have their own page on the website. Marketing is researching a place to host the webinar recordings after each has been completed.

**The next BOD meeting will be held February 27, 2017.**