



Executive Board Meeting Minutes

Date: November 15, 2017
Time: 11:00
Place: South Adams County Water & Sanitation
Present: Amy Burk, Hunter Greeno, Scott Caldwell, Jack Mirabile, TR Yang

I. Call to Order by Chair: 11:27 a.m.

II. Old Business:

- Status of Fall Conference Survey
 - TR sent last year's survey to Scott; Scott will formulate a list of questions and email them to the Board for review before sending the survey out to general membership.

III. Chairperson's Report: Scott

- New Business
 - Finalizing new board members.
 1. Alex Arnold is interested in the new Media & Communications position, which was approved via general membership vote at the Fall Conference.
 2. Cassie Grotheer interested in Newsletter position.
 3. Dave Lewis wants to move from Co-Chair to Education position.
 4. Amy willing to move to Treasurer or continue as Secretary.
 5. Jack willing to be Chair.
 6. Will need to elect two positions- Co-Chair and either Secretary or Treasurer. Scott will reach out to Littleton/Englewood, Boulder, and Westminster to see if they have anyone willing to serve on the Board.
 - Drafting new position descriptions
 1. Scott has drafted new position descriptions in order to create new pass-down books.
 2. Media & Communications will be in charge of website and Facebook updates, checking the Gmail account, and maintaining the email address book.
 3. Issues Editor and Education/Training positions are being combined into one position.
 - Planning the transition
 1. A transitional meeting will be held in January with both old and new board members.
- Ridge Dorsey Retirement Party is December 1st at 4:00 p.m. at Avery Brewing Company in Boulder. CIPCA will send out an invitation to the general membership.
- December General Membership Meeting
 - Dixie Elixirs is scheduled for December 7th at 1:00 p.m.
 - Amy to draft an invitation to the event and send it to Scott to finalize and send out.
- Thank you notes and gift cards to be sent to Fall Conference speakers.

IV. Co-Chair Report: Dave

- Not present

V. Treasurer Report: Scott for Charity

- Checking account balance is \$6,116.72
- Fall Conference final cost was \$11,534.28
- Fall Conference registration fees collected was \$7,726.39
- Net loss of \$3,807.89
- We may want to consider raising registration fees for next year, or finding other ways to reduce conference costs, such as eliminating afternoon snack break.

VI. Secretary Report: Amy

- Membership dues check for two new members delivered to Scott.

VII. Issues Editor Report: Jack

- Deposit in the amount of \$1600 due to Ameristar for 2018 Fall Conference. Deposit is fully refundable but required to hold the date (October 12th). Contract will be exactly the same as this year's contract with fewer hotel rooms blocked but we can add more if needed. Scott will pay the deposit by the end of the month.
- Will create a procedure for how to do website updates for the new Media & Communications position.

VIII. Education/Training Report: TR

- Has T.U.'s for Scott to sign and ready to be delivered to conference attendees.

IX. Newsletter Editor Report: Hunter

- Please submit newsletter articles by the first week of December. Goal is to publish 4th Quarter newsletter by the first or second week of January.

X. Next meeting:

- January 18th, 2018 at 11:00 (tentative)
- TBD. Potentially the Northern Treatment Plant.
- Transitional meeting with new and old board members.

XI. Motion to adjourn:

- Made by: Amy
- Seconded by: Hunter