

Executive Board Meeting Minutes

Date: December 6, 2016
 Time: 3 pm, Heather's Room



Attendees: Christian Becker, Susan Fraioli, Janice Oseija, Leslie Miller, Lisa Ablen, Laura Wintemute, Heather Smith, Kelley Brunner.

<p>Budget</p> <p>Susan presented the budget through November.</p>	<p>Susan Fraioli, Treasurer</p>
<p>Survey Results</p> <p>Christian will send the survey results via email within one week.</p>	<p>Christian Becker, President</p>
<p>Basket Auction Update</p> <p>There has been one committee meeting so far. There are currently at least seven committee members. Christian is currently looking for room basket auction coordinators. Christian and Laura will meet over the winter break to write the full plan for the event. Christian will present the plan at the January meeting. The board is welcome to participate in this meeting and subsequent planning for the Basket Auction.</p> <p>Read-A-Thon</p> <p>Prizes are being handed out and Christian and Susan are working on closing out this Fundraiser. Information about the dollar amount raised will be released shortly. Christian asked Heather to reach out to staff for any feedback on the Read-A-Thon.</p> <p>Gina suggested having each committee chair present an after-action report for each event. Or, we meet as a board after each semester. Laura will send an email to the board to schedule a date and time to hold this meeting.</p>	<p>Christian Becker, President</p>
<p>Expectation of Board Members and Committee Chairs</p> <p>Janet Schwertley has resigned from the Board as Vice-President. She will no longer co-chair the Basket Auction, but will be available for questions.</p> <p>If board members are not able to attend a meeting, please send an email or text to both Laura and Christian. Laura is keeping records or attendance for board members, per the by-laws.</p> <p>As an executive board member, the by-laws state that you must be present for both 75% of Community Meetings and 80% of Executive Board meetings.</p>	<p>Christian Becker, President Kelley Brunner, Principal</p>

Christian would like add to the bylaws that a committee chair or board member can be removed from a committee or board position for non-participation. This would be based on recorded attendance and/or specific responsibilities. Heather motioned to approve and Lisa seconded the motion to present this addition at the next general meeting.

Kelley spoke that plans need to be in place for event organization. Per the by-laws this must be done one month before the event.

Kelley briefly discussed the 30th Birthday Celebration for Colina. Kelley will meet with Laura to share the components that must be included in the birthday celebration. Laura will then share this information during the Basket Auction planning meeting that is being held in December.