BOARD OF DIRECTORS WORK SESSION
January 12, 2016 12:00-1:30 pm
AIA-SWO Octagon, 92 E. Broadway, Eugene

Administrative Assistant update
• Kathy setup with office area/file cabinet/etc.
• Regular hours MWF 9-1

ED Transition Issues
• Have gotten most of annie’s closeout items completed from the end of 2015
• Sponsorship summary on Wiggio site
• A few financial tidbits left over to get to Susie from December before she can close-out

Check signers for 2016
• Typically have 5: prez, prez elect, past prez, secretary, ED
• This year JLF is past prez/secretary, so do we just have 4 or add another?
• Max expense threshold with one signer? ($600 last year) LOOK UP POLICY IN BOARD MANUAL
• NEED TO ADD KATIE AND KATHY ON CHECKING ACCT.

Debit card update
• Debit cards – last year just had one for Annie. Perhaps we want more for this year, for more flexibility/less hassle with reimbursements. Program committee/Katie? Lunch & learns/Will?
• JENNA/STAN/KATHY

ABC Board Officers
• Patrick as President?
• Patrick to contact the others to verify willingness to continue: Randy (Secretary), Dan A. (Treasurer), Kurt, Scott, Will, John Reynolds

Volunteer survey, criteria, vouchers
• Vouchers: 5-10 hrs minimum, publish
• Give to event/committee chairs to distribute; if abuse then we can re-evaluate
• Are board members eligible? YES.
• JLF almost done with the survey
• JLF & KDH to strategize about voucher logistics (physical tix vs digital voucher/coupon code)

Draft BUDGET: 2016 – review for approval at January Board meeting
• Include deduction under programs income for volunteer vouchers
• Affiliate dues: Stan suggested to bump up to $125, Seth suggests keeping at $95 (under $100 is an easier sell)
• Revised budget draft this week/weekend, for vote at Board meeting next Tues.
January PinUp Prep

Scheduling for 2016 Board Meetings & Work Sessions
• Default Tuesdays at noon, 1st & 3rd Tuesdays; still works for Patrick, Katie, Mark, Stan, Jenna, Kristina, & Seth

AIAO Delegates and Meetings Coming to Eugene
• Pivot Friday 1/22: 11-12 new delegate introduction; 12-2 board meeting

Bend visit
• Pivot Friday 1/22: 11-12 new delegate introduction; 12-2 board meeting