

MI-AIRS Board Meeting
June 9, 2010

Members Present: Brenna Wheeler (President)
Bob McKown (Vice President)
Sue Zanley (Treasurer)
Edward D'Angelo (Secretary)
Chris Kenzie
Sherry Miller
Lindsey Younger
Susan Howell (by phone)
Terry Thoma (by phone)

Members Absent: Rachael Osborn
LaNeice Jones
Mary Leininger
Mickie Jannazzo
Judy Whitehurst
Michael Wells

Introduction and Welcome: President, Brenna Wheeler welcomed everyone as meeting was called to order at 1:08 p.m.

Approval of Agenda: Motion to approve agenda by Lindsey Younger, second by Sherry Miller. Motion approved.

Approval of Minutes: Minutes from April 14, 2010 were reviewed. Discussion: The following corrections were requested (a) Under Standing committee reports 211 Committee to be separated out. (b) Reword sentence to read "Public Awareness Committee does not have chairperson." (c) Terry Thoma with a "y". Motion by Sherry Miller, second by Chris Kenzie to approve minutes as corrected. Motion passed.

Officer Reports:

Presidents Report: Brenna Wheeler did not get quotes for directors and officers' liability insurance. Bob McKown handed out article dated 2008 "A Board Member's Guide to Nonprofit Insurance". 2010 AIRS Conference follow-up. MI-AIRS did have a booth that was manned at key times and between sessions. Had magnets, post cards and novelties from Detroit area convention bureau. Table cloth also was obtained. We have magnets and post cards to promote conference in 2011. MI-AIRS also did a 10 minute presentation at the Wednesday lunch. Compliments were provided to group that developed the hand-outs. Discussion regarding host locations of conferences. Recommendation that for conference we may want to develop a "cheat sheet" of locations for eating or entertainment outside of hotel.

Vice Presidents report: Bob McKown brought two handouts from Board meeting and affiliate council meeting. Issue addressed regarding “conflict of interest” and “board recruitment/development”. He shared checklist and outline presented by Patrick Rogers. His assessment based upon these protocols is that we looked very strong. He emphasized you have to have board insurance. We have a conflict of interest policy, but need to be aware and familiar with it. He participated in June affiliates conference phone call. They discussed AIRS certification fees and other products and are considering raising fees based upon no increases over past five years and increases in services and products provided by AIRS. 2010 conference was discussed. It was noted that people felt “welcomed,” and the disaster track was strong. Board feedback was the disaster track was indeed strong and obtaining the certifications was appreciated. Experienced database manager wanted more for experienced person. 211 research workshops were highlighted. Practical applications of funding model were noted.

Treasurer’s Report: Sue Zanley reported very little financial activity. Expenditure for e-learning subscriptions \$1188.54, plus \$500 to United Way for coordination. Concern raised about last year’s scholarship recipients not submitted receipts for expense. Consensus was that for one additional contact with 30 days notice for 2009 scholarship expenses outstanding, (registration and final bill from hotel). Suggestion to scholarship committee that receipts must be sent in within 60 days to be eligible for reimbursement. Regarding 2011 conference, Bob McKown noted NY chapter received \$5,000 for staffing room monitors, participate location for evening event, identify opening breakfast speaker, and generally having presence. Discussion regarding host chapter’s responsibilities. Need approximately 11 people for each workshop.

Standing Committee Reports

Program: Sue Zanley, Committee Chair reported that program Committee had conference call. One of the things that is on the work plan is to identify a site for the annual meeting. Issue raised in committee regarding where did the greatest volume of attendance occur? Sue inquired whether anyone had an interest in hosting. Thing that was most challenging was coming up with workshop presenters. Inquiry will be made of Hyatt Dearborn. Hardest thing is topics for presentation. Basics of I&R, Taxonomy; Regarding Essential Learning, Sue wanted to know what process was for making sure this got on the work plan. Did have 5 exams in 2010 spread out through - Jan at TSA, another in May, Traverse City in August, etc. Question of what group to follow through on conference tasks. Consensus to have Board members

211 Committee – Terry Thoma is working on list of must haves. When that is done we will have a conference call. Thinks she has enough people for a review committee.

Public Awareness: Public Awareness committee still does not have a chair. Brenna Wheeler will continue to update website updates. There is an item that public awareness committee will work with nominating committee to develop and present new board member orientation. Brenna Wheeler raised concern about ongoing vacancy for public awareness committee.

Membership/Nominating Committee: There are 8 members whose terms are ending: Ed, Susan, Mickie Jannazzo, Terry Thoma, Brenna Wheeler, Lindsey Younger, Sue Zanley and Mary Leininger. It is not too soon for bios and ballots to be put together. Inquiring whether more outreach to other (specialized) organizations (aging, centers for independent living, military) was appropriate. Bob McKown indicated Wisconsin reported that holding the conference in their state helped with membership. Sandy Smith isn't comfortable with this role and her supervisor will follow through.

Ad-Hoc Committee Reports:

Bylaws Committee: Lindsey Younger presented proposed bylaw revisions. These are scheduled to be approved at annual meeting. Membership receives proposed revisions at least 30 days prior to annual meeting. Suggestion to change word to "electronically" rather than "e-mail." Also, change to "financial representative" rather than "accountant."

New Business:

No new business was brought up for action to the Board. However, there was ongoing discussion regarding upcoming 2011 national AIRS conference in Dearborn throughout the meeting and discussion regarding website management vacancy.

Adjournment:

Motion to adjourn at 2:47 by Chris Kenzie; second by Bob McKown. Motion passed.

Respectfully Submitted,

Edward D'Angelo