



Meeting Minutes Date & Time	Thursday, October 5, 2017 – 7:00 A.M.
Executive Board	Jennifer Leui – President Greg Henson – President-Elect Kathryn Fuller – Immediate Past President David Birdsall – Interim Treasurer Heather Meyer – Secretary
Directors	Stacey Henderson Greg Henson Eric Rieckers Georgia Spencer

1. General		
a.	Roll Call - Jennifer Leui, Heather Meyer, Georgia Spencer, David Birdsall, Greg Henson, Erik Rieckers, Kathryn Fuller Absent – Stacey Henderson, Faith Brown, Kory Kelly	
b.	Approve Meeting Minutes – The Meeting Minutes for June and September were unanimously approved as submitted. (Motioned by Eric, seconded by Georgia)	
c.	Approve Treasurer’s Report – Waiting until we receive all of Matt’s Treasurer records.	
2. Committees		
a.	Programs – TBD Until a Program Chair is found, all board members will help with programs. It was discussed to have lunch program meetings in lieu of evening programs. It was the consensus that everyone preferred lunch meeting. The A-May-Zing Race and special programs would still take place in the evening. We discussed ALSC as a meeting location for the lunch meetings. Program committee will be meeting October 13th at 4:30 pm at Wolf Creek Steakhouse on 2nd Avenue between Thor & Freya. A-May-Zing Race November 9, 2017 will be Part 1 of 2. Kilgore Architectural Products will host the start and finish locations. Any points earned will carry over to Part 2, May 10, 2018. Still looking for sponsor.	
b.	Education – Faith (Absent)	
c.	Publications – Kathryn MailChimp - Kathryn Newsletter – Two newsletters, emailed at beginning of school year and at end of fiscal year. All to discuss at November board meeting. Website – Heidi Pierce said she would like to keep updating our new website. To discuss at November board meeting. Social Media – Heather	
d.	Scholarship – TBD Need a Scholarship Chair.	
e.	Certifications – TBD Need a Certifications Chair.	
f.	Membership – Heather Monthly Call with Perry White For chapter presidents and membership chairs. Learned to work our Institute membership roster. Stay updated to members dropping off and aide in membership retention. Next meeting October 27th at 10 am.	

	<p>Monthly Social Monthly Social "The 5:09" – No Host social, visit different venues around Spokane. Will occur 4th Thursday of the month at 5:09 p.m. First social is Thursday October 26th at the Saranac Commons.</p> <p>Telephone Tree Divide CSI Membership List and call members to invite them to socials and monthly meetings.</p>	
	<p>g. Golf - Kory Kelly Golf Tournament went well. Heather, Jennifer and Faith volunteered to assist. Georgia and Greg played.</p>	
3. Old Business		
	<p>a. Chapter Insurance (Events) During Bi-Region Conference, Jennifer learned that other Chapters obtain insurance for their events as well. Jennifer forwarded to Matt Portland Chapter's insurance contact. Where did we leave this?</p>	
4. New Business		
	<p>a. Update Board on Status of Chapter Checking Account. In July Jennifer received call from WA Trust Bank to inform us our bank account was overdrawn close to \$15,000. Jennifer, Georgia and Eric took action (according to our bi-laws) by creating a special committee. Legal counsel was obtained and a forensic audit was put into place. Matt was confronted on September 7, 2017 at Wolf Lodge, 5:30 pm by Eric, Georgia, Jennifer and Greg regarding missing monies to which he stated he passed along his fiduciary responsibility to his niece (his bookkeeper). Video tapes showed only Matt, making transactions. Matt was fired from his position as Treasurer and David Birdsall, of Yadon Construction Specialties, was asked to step in as Interim Treasurer. Matt promised to repay monies by November 9th to WA Trust Bank. The Board agreed that Matt is to repay all current and future audit and attorney fees. To date, \$4,390.50 is owed for audits and \$750 is owed to our attorney. Failure to repay WA Trust Bank or CSI Spokane Chapter will result in charges being filed The Board will offer two options of repayment in the form of a monthly payment plan or paying bills as they come into CSI Spokane. CSI Spokane has graciously received two loans; \$2,000 from Northwest Region and \$6,000 from Mt. Rainier Chapter in which we have a year to repay.</p> <p>The Board discussed that we will inform Membership of our recent situation with Matt via a formal letter. Jennifer will draft a letter for review and Kathryn to send via US Postal Service.</p>	
	<p>b. Introduce New Interim Treasurer, David Birdsall Welcome David! Opened new checking account with a balance of \$9,611.15. After paying attorney and audit fees, \$4,468.65 is left in our account. No monies from Golf Tournament yet. Jennifer has not been able to get a hold of Matt Blankenship. Georgia suggested that Jennifer contact John Eckert and cc AIA and Kory Kelly on an email. Eric received a check from Matt in the amount of \$1,256 and gave the check to David to put into our account. It was unanimously agreed that a PO Box will be leased to receive monies from membership and will use Yadon Specialties address in the meantime.</p>	
	<p>c. Introduce New Director, Georgia Spencer Welcome Georgia! Georgia is getting more involved with MAS (Marketing Associates of Spokane) and will look into joining our forces.</p>	
	<p>d. Review Board Resolution No. 09-01 Approved at Retreat. Resolution authorizes Jennifer and David to open a new checking account and authorizes two signers on the account at all times.</p>	
	<p>e. Chapter Insurance (D & O Liability) <i>Directors and officers liability Insurance (often called "D&O") is liability insurance payable to the directors and officers of a company, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously. Intentional illegal acts, however, are typically not covered under D&O policies.</i> We need to get this in place ASAP. David will work on getting quotes.</p>	
	<p>f. CSI Region Conference They are looking for program speakers. Let Jennifer know if you're interested.</p>	
	<p>g. NW Region Conferences – A Look Ahead</p>	

		<p>Do we want to join with another Chapter? Is 2022 okay or do we prefer a different year?</p> <p>Cook Inlet 2018 – Bi Region with West Region</p> <p>Willamette Valley – 2019</p> <p>Idaho – 2020</p> <p>Mt. Rainer – 2021</p> <p>Spokane – 2022</p> <p>Big Sky 2023</p> <p>Portland – 2024</p> <p>Capital – 2025</p>	
	h.	<p>Exciting News</p> <p>Kathryn passed her ARE Exams!! She is now an Architect. CONGRATULATIONS TO YOU KATHRYN!!</p>	
5. Events			
	a.	CSI Region Conference – May 2-6,2018, Anchorage, AK	
6. Next Meeting			
	a.	Thursday, November 2nd at ALSC Architects	
	b.	<p>Conference Call Phone Number</p> <p>1-866-228-5702 Access Code 247061</p>	

Respectfully submitted,
Heather Meyer, Secretary