

**IPMA Board Meeting  
December 6, 2019  
3:00 – 4:30  
Dept of Transportation – 50 Wolf Road**

**Board Meeting Minutes**

Kathryn Behuniak	x	Courtney Bernard		Heath Boomhower	
Christina Capullo	x	Scott Crossman		Greg Driscoll	x
Don Grandchamp	x	Felipe Moon	x	Vanessa Morrison	
Dan Ragone	x	Heather Reppenhagen		Darlene Shattuck	x

1. Introduction
2. Review November minutes
  - a. November minutes could not be reviewed-not completed yet due to illness
  - b. Suggestion for future meeting minutes--Currently minutes from previous month distributed 2 days before current meeting, recommend meeting minutes distribution within a week from when Board meeting held
3. Treasurer’s Report -Accepted, Christina motioned, Dan seconded
  - a. Audit report -Greg needs to distribute signed copies to the Board
4. By Laws Survey Results to date
  - a. Last count had 55 votes in
  - b. Require 125 to pass
  - c. Will confirm with Vanessa on current count
  - d. Will remind all attendees at December program and distribute paper ballots to those who have not voted
5. Treasurer’s Training from National Update Don and Darlene
  - a. Two items of interest – will be a second “102” training to include tax exemption information; presenter highlighted it is preferable to have a running zero balance with tax exempt status
  - b. Dan believes we can still get, will attend next training and investigate benefit of getting tax exempt status with Felipe
6. Fees for programs
  - a. Darlene provided guidance (sent an email)on when fee charging is appropriate
7. Board meeting/voting/re-voting protocol discussion All
  - a. All Board members should ensure they review meeting minutes or catch up with another Board member to learn what they may have missed to alleviate repetitive actions or requests for items to be acted on that were previously addressed in another meeting, e.g. WebEx usage
  - b. Initial discussion segued into discussing using WebEx as a supplement to people unable to attend with permission of presenter. Christina strongly feels the membership is interested in programs including this platform. November meeting decided WebEx would not be an option

for December as the need to have physical presence of members in attendance for the voting of by-laws was more important. Decision to have a call on Monday, December 9 to discuss

8. Program Committee report out

Felipe felt the program was not as successful as he had hoped.

Food/menu confirmed and in place for December program

9. Website Update

Matt/Vanessa have been out, hoping to get back on track for next month

a. Darlene mentioned the new member app is not on the website or not easily searchable

b. Membership listing is available to general public for viewing – this shouldn't be-Felipe will check on this with Matt

10. Microphone Purchase

Don is looking into finding a PA system for use at programs

a. Vote passed to spend up to \$250

11. Election Planning

who will run next year, etc. agenda items carried over to the next meeting

Next meeting Thursday, January 9, 2020 3:00 p.m. @ DOT