

## **ORAHEAD Board Meeting 2-11-11**

**Members present:** Harry, Tim, Tracy, Karen

**Members absent:** Kari, Heather, Betsy (Mara-leave of absence from Board)

**Guest:** Hilary (U of O)

### **Meeting Agenda:**

- 1. Spring Conference**
- 2. Treasury**
- 3. Future Meetings**

SPRING CONFERENCE-"Save the Date"

**Location:** PHOENIX INN, near U of O

**Date:** Friday, April 29, 2011

**Thursday night hotel will be covered through grant** (for up to 30 people)

Conference/food **is no charge** per U of O grant

### **Tentative Conference Agenda**

8:30 AM-9:00 AM Breakfast

9:00 AM-12:00 PM U of O Grant "Project Accel" info dissemination (Hilary will send blurb to Tim for website)

12:00 PM-1:30 PM Lunch (piano entertainment?)\*

12:30 PM-1:30 PM Mobility International (2 interns)

1:30 PM-3:00 PM Business Meeting

3:00 PM-4:00 PM (30-60 mins) LCC Grant "Project Shift"

OUS optional meeting at very end, 30-60 minutes (time permitting)? Hilary will check on purpose of meeting

\*Possible entertainment-U of O Alum-exchange student from France (piano player who is blind)

Hilary will check on logistics; ie: moving piano into conference space -vs- whether he can bring his own electric keyboard. Honorarium-\$50 for 1/2 hour during lunch.

**Tracy: Voting needs to happen before Spring Conference** (fees, vendors, etc.)

Karen: Can we have people vote throughout conference, re; surveys, etc. (topics for Fall Conference, etc.)?

**Conference To Dos:**

- REGISTRATION: Can go through U of O, as they are covering food/registration at no charge through their grant
- PHOENIX INN-HOTEL RESERVATIONS-(for up to 30 people; members only) need to be reserved before March 15, 2011
- FOOD-need #'s
- CEU's-need to be started
- FEE's for Non-Members-\$20 at door

**Actions Required:**

- "Save the Date" on website-Tim
- Post membership reminder (approx. 45 people have not yet paid)-Tim
- Tentative conference agenda to Tim for website- Hilary
- On-line conference registration form by Fall-Tim

**FINANCES (Harry)**

Harry has ORAHEAD checkbook

**Treasury**-What to do? Mara is not able to be treasurer, no longer with the Board.

Options-

- Look to Membership for temporary/permanent treasurer?
- Bylaws allow for president to appointment of position to the board

**Discussion:**

(Tim/Harry) Discussion of verbiage ("revenue"/"expenditures", etc.) for tax purposes

## **TASKS:**

- 2009 TAXES need to be filed, as they were not previously done. There will be a \$50 late fine. Harry has obtained 2009/2010 filing information from someone at US Bank.
- Harry to file a report to maintain non-profit status and pay \$100 fee to keep "ORAHEAD" name
- Harry to ask Kari to be Secretary/Treasurer
- Harry to call Teresa- to discuss a letter from IRS dated 7-26-10 (RE: "not required to file federal taxes), and clarify state not receiving tax form (which appears to have been faxed 1-29-10)
- By March 15th, 2010 TAXES need to be filed
- OBTAIN AN ACCOUNTANT-Harry has one in mind: Kim Dowsett, located (far out, on SE Stark). Her role would be to make sure the books are clean; ie: check writing, responsibility of non-profit status

## **Other Discussion:**

- Tim will look into changing PO Box with automatic forwarding, as officers change
- Tim will look into "Go Daddy"/updating website
- Tim OOT March 3-11, 2011
- New meeting time proposal: **Fridays 1-3 PM**. Does that work for people?

## **NEXT MEETINGS:**

March 11, 1-3 PM

April 8, 1-3 PM