

ORAHEAD Board Meeting: 2/23/12

Board Members present: Sharon Allen, Betsy Pacheco, Harry Zweben, Kari Hanken, Malissa Larson, Jennifer Gossett

Board Members Absent: Heather Stout, Tim Spofford, Anne Walker

Meeting Minutes: Kari Hanken

Last ORAHEAD Board Meeting minutes approved:

Sharon Allen sent out meeting minutes for 1/26/12. Jennifer motioned to approve the minutes from 1/26/12. Malissa seconded approval. Unanimous agreement from the group to approve.

Spring Conference: Bend-hosted by Anne Walker at CCC

- Hours for the Conference: 10-5:00
- Board members please be there at 9:30 to greet members
- Discussion about how to structure the day. We want to make sure people have time for discussion and are not rushed through the day based on feedback we have gotten about prior conferences. We will ask the membership in a survey format what areas they are interested in for staffing topics.
- We need to ask Anne about folders, flipcharts or notepads if needed.
- We will send out a survey to get members thinking about topics for staffings

- Tentative Agenda Schedule: **Betsy will send out times to the Board**

Business Meeting-Presidents report

Include volunteers for fall conference: decorations, door prizes, accommodations, Nominations for the following positions:

Communications Liaison

Conference CEU Liaison

President Elect

Secretary

Discussion about keeping this meeting moving and have different board members speak.

Mental Health Clinician?-Ask Anne if she has found anyone locally to present

Chairs Session-Jennifer

-45 minute presentation on furniture and how it is organized

Legal 101-Tim

-Full group information

Staffings Break out session

-each group will have a facilitator

-several groups will meet at the same time.

Actions:

Betsy will send out tentative agenda and will work with Anne on the dietary needs. Betsy will ask if Tim and Anne can work together on the technology needs for the conference. Malissa will put together the membership form Kari will take care of door prizes. Sharon will take care of thank you cards and gifts for presenters and accommodations. Malissa will do decorations (approx. \$25-50). Jennifer will do nametags.

Priority: Betsy will contact Heather re: CEUs because of deadlines.

ORAHEAD's Official Transfer of Signature Authority Process:

US Bank Account-Second Signature

When the Treasurer and the President are elected: Secretary should note the following in the meeting minutes:

1. The date when the Treasurer is elected
2. Who was elected (full names of President & Treasurer)
3. What date the President & Treasurer become a signer
4. Who should be removed from the signature authority for the sake of ORAHEAD

Current Signature holders for the ORAHEAD US Bank Account:

President: Lisabeth Marie Pacheco

Treasurer: Malissa B. Larson

IRS Filing Timeframes that all the documents are transferred to the elected treasurer:

- State filing
Renewal of registration for the ORAHEAD's non-profit status by October 3rd
- Federal Tax filing
On-line form with the IRS by June 15th

ORAHEAD US Bank Balance 2/23/2012: \$17,584.59

AHEAD:

We want to make sure we get ORAHEAD affiliate liability insurance. **Action: Betsy is checking on when this is due.**

AHEAD conference this year is in New Orleans. The affiliate does not have to pay any registration fees for the conference and is required to attend 2 affiliate sessions and volunteer some time at the conference. **Action: Harry, as past president, will check to see if he can attend**

Thursday, March 8th ORAHEAD Board conference call to finalize Spring Conference meeting scheduled from 9-10:00

Thursday, March 22nd ORAHEAD Board conference call scheduled from 9:00-11:00