

ORAHEAD Board Meeting: 6.23.11

Present: Betsy Pacheco, Tim Spofford, Harry Zweben, Karen Morehouse

**Treasury Report:** Harry

- Could not file federal taxes until after June 30<sup>th</sup>.
- All other filings have been done for the year.

**Action:** Harry will be organizing this information for the next Treasurer and will file the taxes.

**Upcoming Meetings:** Betsy

- Outlook calendar tried. Didn't work for some board members.
- Discussion regarding meetings set up for fall
- Confirmed December 1<sup>st</sup> to follow up after the fall conference

**Action:** Tim will look into Google calendars

**AHEAD:** Betsy

- Betsy will be attending.
- We were too late to get the liability insurance. It has to be turned in by the end of April. AHEAD sends out a notice. Tim thought this pertained to D&O insurance.
  
- Discussion: Who should serve as the Affiliate? Tracy had suggested that The Communication Liason take over this role. At this time, Tim is not interested in going. Harry is interested. This conversation will continue at the fall retreat.

**Summer Retreat:** August 25, 10-5:00 @ Tim Spafford's home

- Tim is requesting an accurate number for the retreat.
- He will be providing lunch
- Needs a flip chart. Betsy said she could bring it.
- Agenda item:
  1. AHEAD affiliate
  2. Fall Conference
  3. Volunteer Schedule-who will be the lead for each group
  4. Treasury-schedule structure

- Group Dinner for those who can stay when we adjourn for the day.

### **Fall Conference Planning:**

- Board needs to follow up with volunteers via email for the fall conference.

**Action:** Karen will follow up with individual members when she gets the email addresses from Tim.

- We will discuss more at the fall retreat.

- Discussion about the stipend/support of Board members at conferences

**Action:** Betsy will review the minutes from the spring conference and possibly contact Jennifer G. from OSU.

### **Documentation of Roles:** Harry

- Harry suggested that each Board member look at the by-laws. What documents you keep. What are the timelines? Action: Kari will follow up with Tracy about this. All members will bring a “lay person” explanation of their duties.

### **Website:**

Tim: Everything from the old site is gone. Everything has been transferred to the new site. Need to get the Membership application form will be posted in the next few days.

To Be Done: The site is functional but not fully accessible. Tim is working on this. He is also working on address changes. Tim will make changes that make sense. If there are major changes he will bring it to the board.

Future? Parts of the website that may be made private/secure. We are not there yet. May have Jennifer G. of OSU as a back up for the website at some point.

### **Group Calendar:**

**Tim: On his to-do list. (See: Upcoming Meetings)**

**Listserv:**

Has been cleaned up and is operating as it should be.