



**CALIFORNIA ASSOCIATION OF
WORKPLACE INVESTIGATORS**

California Association of Workplace Investigators, Inc.
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**Minutes of Annual Meeting of Board of Directors
November 6, 2010**

- 1. Call to Order.** The annual meeting of the Board of Directors was called to order by President Amy Oppenheimer on November 6, 2010 at 3:00 p.m. at the Oakland City Center Marriott Hotel, Oakland, California. Directors Amy Oppenheimer, Cynthia L. Remmers, Sue Ann Van Dermynen, Walter Cochran-Bond, Barry Chersky, Marilou F. Mirkovich, Nancy Bornn, James S. Cawood, Mary Egan, Pamela L. Hemminger, John A. Lohse, Debra L. Reilly, Jody Shipper, Vida L. Thomas, and Martha Wood were present. Also present was Executive Director Stephen P. Angelides.
- 2. Report of Actions by Unanimous Written Consent Without Meetings.** President Amy Oppenheimer reported that former Director Paul M. French had resigned, and that the Board, by Unanimous Written Consent Without a Meeting, had elected James S. Cawood as a Director to fill the remainder of his term, which expires in 2011. President Amy Oppenheimer reported that the Board, by Unanimous Written Consent Without a Meeting, had decided to give Executive Director Stephen P. Angelides a \$5,000 bonus for his services in 2010.
- 3. Board of Directors Election Results.** Executive Director Stephen P. Angelides announced the results of the Board of Directors Election as follows: The record date established by the Board of Directors for voting in the election was October 1, 2010. The number of members in good standing on the record date was 243. The quorum required, one-third of the members in good standing on the record date, was 81 members. 86 members voted. The election results are as follows: Nancy Bornn: Yes 71, No 4, Abstain 14; Walter Cochran-Bond: Yes 64, No 8, Abstain 17; Mary Egan: Yes 64, No 6, Abstain 12; John A. Lohse: Yes 68, No 4, Abstain 17; Amy Oppenheimer: Yes 79, No 4, Abstain 6; Vida Thomas: Yes 73, No 5, Abstain 11; Sue Ann Van Dermynen: Yes 75, No 5, Abstain 9. All candidates for Director were elected. The terms of the Directors elected in this election will expire in 2012. The terms of the other Directors will expire in 2011.
- 4. Introductions.** All present briefly introduced themselves.

Board of Directors

Amy Oppenheimer, *President* • Cynthia L. Remmers, *Vice President* • Sue Ann Van Dermynen, *Secretary* • Walter Cochran-Bond, *Treasurer* • Barry Chersky, *Assistant Secretary* • Marilou F. Mirkovich, *Assistant Treasurer* • Nancy Bornn • James S. Cawood
Mary Egan • Pamela L. Hemminger • John A. Lohse • Debra L. Reilly • Jody Shipper • Vida L. Thomas • Martha Wood
Stephen P. Angelides, *Executive Director*

5. **Election of Officers.** It was moved and seconded that the following Directors be elected as Officers: President: Amy Oppenheimer; Vice President: Cynthia Remmers; Secretary: Sue Ann Van Dermiden; Treasurer: Walter Cochran-Bond; Assistant Secretary: Barry Chersky; and Assistant Treasurer: Marilou Mirkovich. The motion carried unanimously.
6. **Approval of Minutes of September 20, 2010.** It was moved and seconded that the Minutes of the September 20, 2010 Board Meeting be approved. The motion carried.
7. **2011 Annual Conference.** It was moved and seconded that the first choice of dates for the 2011 annual conference be November 13, 14, and 15, 2011; that the second choice be September 23, 24, and 25, 2011; and that the final decision as to dates and location be delegated to the Executive Committee, upon the recommendation of Directors Bornn and Cochran-Bond, in consultation with the Executive Director. The motion carried.
8. **2011 Seminars and Webinars.** To assist the Education Committee with the work for the seminars and webinars proposed in the 2011 budget, Director Bornn offered to join the committee to assist with the seminars, and Director Hemminger offered to join the committee to assist with the webinars. President Oppenheimer accepted these offers and appointed Directors Bornn and Hemminger as members of the Education Committee. By unanimous consent the issue of whether to increase the number of members on the Education Committee was delegated to the Executive Committee.
9. **2011 Budget.** It was moved and seconded that the 2011 Budget, attached hereto, be adopted. The motion carried. By unanimous consent it was decided that \$20 would be the maximum wage for the Assistant to the Executive Director, and that the wage range for that position would be \$18 to \$20 per hour.
10. **Committee Reports.** Due to time constraints, the committee reports were abbreviated. By unanimous consent it was agreed that at the next Board meeting the AOWI Formation Committee, the Strategic Planning Committee, and the Certification Committee would make detailed reports and recommendations. By unanimous consent it was agreed that before the end of the year all Committee Chairs will contact their members, ascertain their interest in continuing to serve next year, and inform the President of the same, so the President can make any appropriate committee appointments.

11. 2011 Board Meetings. By unanimous consent the 2011 Board meetings were scheduled for February 7, 2011 from 10:30-4:00 at the University of Southern California; May 2, 2011 from 9:00- 5:00 in Oakland; and August 1, 2011, location to be determined.

12. Adjournment. There being no further business, President Oppenheimer adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Sue Ann Van Dermyn
Secretary

**California Association of Workplace Investigators, Inc.
2011 Budget vs. 2010 Budget and 2010 Actual To Date**

10/19/10

	2011 Budget	2010 Budget	Actual to Date	\$ Over Budget	Notes and Assumptions
<u>INCOME</u>					
Membership Income					
Regular Memberships	30,000.00				200 regular members (\$150).
Sustaining Memberships	15,000.00				15 sustaining members (\$1,000).
Total Membership Income	45,000.00	31,250.00	39,750.00	8,500.00	
Annual Conference Income					
Conference Fees	53,287.50	34,000.00	6,567.50	(19,932.50)	Pre-Conference: 75 members (\$150). Main Conference: 135 members (\$295); 15 sustaining members (\$147.50).
Conference Sponsorships	12,000.00	0.00	8,000.00	8,000.00	
Total Annual Conference Income	65,287.50	34,500.00	14,567.50	(11,932.50)	
Program Income					
Full Day Seminar - Mock Investigation	10,500.00	n/a	n/a	n/a	2 Seminars, each with 10 members (\$180), 5 sustaining members (\$90) and 10 non-members (\$300 incl. mship).
Full Day Seminar - Basics of an Investigation	10,500.00	n/a	n/a	n/a	2 Seminars, each with 10 members (\$180), 5 sustaining members (\$90) and 10 non-members (\$300 incl. mship).
Half Day Seminar - Report Writing	6,800.00	n/a	n/a	n/a	2 Seminars, each with 10 members (\$120), 5 sustaining members (\$60) and 10 non-members (\$240 incl. mship).
Webinars	18,200.00	n/a	n/a	n/a	6 Webinars, each with 10 members (\$80), 5 sustaining members (\$40) and 10 non-members (\$100) plus 10 members who purchase a package of all six (\$250) and 10 non-members who purchase all six (\$370 incl. mship).
Total Program Income	46,000.00				
Best Practice Roundtable Fees	0.00	2,000.00	2,169.92	169.92	
Total Income	156,287.50	67,750.00	56,487.42	(3,262.58)	

**California Association of Workplace Investigators, Inc.
2011 Budget vs. 2010 Budget and 2010 Actual To Date**

10/19/10

	2011 Budget	2010 Budget	Actual to Date	\$ Over Budget	Notes and Assumptions
<u>EXPENSES</u>					
Advertising	5,000.00	17,000.00	12,689.61	(4,310.39)	
Business					
Business Registration Fees	10.00	0.00	10.00	10.00	
Insurance - Liability, D and O	3,500.00	2,500.00	2,990.50	490.50	
Total Business	<u>3,510.00</u>	<u>2,500.00</u>	<u>3,000.50</u>	<u>500.50</u>	
Contract Services	0.00	3,600.00	3,600.00	0.00	
Operations					
Accounting Software	480.00	n/a	n/a	n/a	
Bank Service Charges	250.00	250.00	12.00	(238.00)	
Credit Card Processing Fees	3,500.00	2,500.00	1,691.28	(808.72)	
Printing and Copying	5,000.00	5,000.00	4,206.89	(793.11)	
Supplies	2,000.00	2,000.00	291.65	(1,708.35)	
Telephone, Telecommunications	650.00	650.00	314.50	(335.50)	
Website	3,750.00	2,750.00	1,687.17	(1,062.83)	
Dues and Publications	500.00	n/a	n/a	n/a	
Total Operations	<u>16,130.00</u>	<u>13,150.00</u>	<u>8,203.49</u>	<u>(4,946.51)</u>	
Payroll					
Gross Payroll	57,200.00	24,000.00	14,400.00	(9,600.00)	Based on two employees working an average of 20 hrs per week: Executive Director at \$35/hr; and Asst. Executive Director at \$20/hr.
Payroll Service	780.00	1,500.00	406.66	(1,093.34)	
Payroll Taxes	5,720.00	4,000.00	1,402.60	(2,597.40)	
Workers' Comp Insurance	2,600.00	1,300.00	603.00	(697.00)	
Total Payroll	<u>66,300.00</u>	<u>30,800.00</u>	<u>16,812.26</u>	<u>(13,987.74)</u>	

**California Association of Workplace Investigators, Inc.
2011 Budget vs. 2010 Budget and 2010 Actual To Date**

10/19/10

	2011 Budget	2010 Budget	Actual to Date	\$ Over Budget	Notes and Assumptions
Travel and Meetings					
Best Practices Roundtables	0.00	2,000.00	1,988.02	(11.98)	
Annual Conference	40,000.00	24,000.00	4,391.22	(19,608.78)	
Full Day Seminars	9,000.00	n/a	n/a	n/a	
Half Day Seminars	3,900.00	n/a	n/a	n/a	
Webinars	2,400.00	n/a	n/a	n/a	
Travel	2,000.00	4,000.00	2,400.24	(1,599.76)	Based on no reimbursement for Board travel.
Total Travel and Meetings	57,300.00	30,000.00	8,779.48	(21,220.52)	
Total Expenses	148,240.00	97,050.00	53,085.34	(43,964.66)	
NET INCOME	8,047.50	(29,300.00)	3,402.08	(47,227.24)	