



**CALIFORNIA ASSOCIATION OF
WORKPLACE INVESTIGATORS**

California Association of Workplace Investigators, Inc.
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**Board of Directors Meeting Minutes
September 19, 2011**

1. **Call to Order.** The meeting was called to order by President Amy Oppenheimer by teleconference at 5:00 p.m. Participating were Directors Mary Egan, Cynthia Remmers, Walt Cochran-Bond, Debra Reilly, Jody Shipper, Marilou Mirkovich, John Lohse, Sue Ann Van Dermeyden, Amy Oppenheimer, and Barry Chersky. Executive Director Steve Angelides was also present. The president was unable to chair the first half of the meeting because she was traveling in her automobile, so Vice President Cynthia Remmers chaired the first half of the meeting.
2. **Approval of Minutes of August 1, 2011 Board Meeting.** It was moved and seconded that the minutes of the August 1, 2011 Board Meeting be approved. The motion carried.
3. **Consent Calendar.** By unanimous consent, the following items on the Consent Calendar were adopted:
 - a. The minutes of this meeting shall reflect that on August 29, 2011 the Board, by unanimous written consent without a meeting, restructured the Education Committee by establishing three separate committees, for the Annual Conference, the Training Institute, and the Seminars and Webinars.
 - b. Ratification of the approval by the Executive Committee by unanimous written consent without a meeting of the hotel contract with the Doubletree Mission Valley San Diego for the Training Institute June 25-29, 2011.
 - c. Ratification of the Executive Committee's decision to hold the 2012 Annual Conference in the San Francisco Bay Area either November 8-10, 2012 or November 1-3, 2012.
 - d. Ratification of the Executive Committee's decision to expedite the filing of the Certificate of Amendment of Articles of Incorporation at the additional cost of \$350 if the proposed amendments are approved by the membership in the upcoming vote.
 - e. Ratification of the Executive Committee's approval of the 2011 Ballot Language.
 - f. Ratification of the Executive Committee's 2011 Budget Adjustment of decreasing the Printing and Copying Expenses line item by \$3,000 and adding the Training Institute Expenses line item with an allocation of \$3,000.
 - g. Ratification of the Executive Committee's decision that an exit survey of non-renewing members be prepared and conducted by the Membership Committee.
4. **2011 Annual Conference Promotion.** The Board discussed the steps that are being taken to promote the 2011 Annual Conference, including Secretary Sue Ann Van Dermeyden organizing the Northern California Board members to contact Northern California members about the conference, and Treasurer Walter Cochran-Bond organizing the Southern California Board members to contact Southern California members about the conference. By unanimous consent it was decided that the Executive Director will provide a list of conference registrants to all Board members each week until the conference.

Board of Directors

Amy Oppenheimer, *President* • Cynthia L. Remmers, *Vice President* • Sue Ann Van Dermeyden, *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* • Joan Hamasu, *Assistant Executive Director*

5. **Website Consultation Report.** Assistant Secretary Barry Chersky presented the written report regarding our consultation with Memberclicks about the redesign of our website, and summarized the highlights of that report. Executive Director Steve Angelides reported that according to Memberclicks we are on schedule to have the new website design launched before the annual conference.
6. **Preliminary Proposed 2012 Budget.** Treasurer Walter Cochran-Bond presented the preliminary proposed 2012 budget prepared by him and reviewed by the Executive Committee. The Treasurer summarized the highlights of the preliminary proposed budget, answered questions about it, and requested that Board members provide him with any comments or suggestions they may have regarding the budget. The Treasurer explained that the preliminary proposed allocation of \$24,000 for marketing is a placeholder since the Board has not yet decided whether to proceed with such an expenditure. The final budget is scheduled to be adopted by the Board at its annual meeting on November 15, 2011.
7. **Marketing Committee Report.** Marketing Committee Chair Jody Shipper presented the written report of the Marketing Committee, and summarized its highlights. By the time this report was concluded President Amy Oppenheimer had reached her destination and resumed chairing the meeting.
8. **Additional Charter Memberships.** It was moved and seconded that, if the membership approves the proposed change of name and purpose, 100 additional charter memberships will be established for members outside California. The members currently outside California would be denoted charter members, and the rest of the 100 additional charter memberships would go to new members outside California. The motion carried.
9. **Marketing Presentation by Madera Group.** Kath Delaney of the Madera Group made a presentation and answered questions regarding what a marketing group like the Madera group could potentially do for our organization. Following her presentation, after she had left the meeting, it was moved and seconded to request the Madera group to prepare a written proposal for marketing the Association of Workplace Investigators, Inc. The motion carried.
10. **Training Institute Committee Report.** The Training Institute Committee presented a written report. It was moved and seconded to delegate to the Training Institute Committee the authority to make decisions regarding the Training Institute, including the decision whether Sustaining Members will receive a discount on the Training Institute. The motion carried.
11. **Antitrust Policy Update.** Treasurer Walter Cochran-Bond reported that he is working on this matter and there is currently nothing to report.
12. **Listserv Agreement and Issues Update.** Treasurer Walter Cochran-Bond reported that he is working on this matter and there is currently nothing to report.
13. **Board Meeting Schedule.**
 - a. October 17, 2011, 5 to 6 p.m., Board Meeting by Telephone
 - b. November 15, 2011, 3 to 5 p.m., Annual Board Meeting, Hilton Glendale
 - c. December 19, 2011, 5 to 6 p.m., Board Meeting by Telephone
14. **Adjournment.** There being no further business, President Amy Oppenheimer adjourned the meeting at 6:30 p.m.

Respectfully submitted,

Sue Ann Van Dermynen, Secretary

Barry Chersky, Assistant Secretary