



**CALIFORNIA ASSOCIATION OF
WORKPLACE INVESTIGATORS**

California Association of Workplace Investigators, Inc.
770 L Street, Suite 950 • Sacramento, CA 95814 • Tel/Fax 916.760.2442 • info@caowi.org • www.caowi.org

BOARD OF DIRECTORS MEETING MINUTES

August 1, 2011

- A. Call to Order.** The meeting of the California Association of Workplace Investigators, Inc. (CAOWI) was called to order by President Amy Oppenheimer at 1:00 p.m. The meeting was conducted by teleconference. Participating were Directors Marilou Mirkovich, James Cawood, Martha Wood, Jody Shipper, John Lohse, Pamela Hemminger, Cynthia Remmers, Sue Ann Van Dermyden, Barry Chersky, Walt Cochran-Bond, Debra L. Reilly, Mary Egan, Vida Thomas and Amy Oppenheimer. Director Nancy Bornn did not participate. Executive Director Stephen P. Angelides and Assistant Executive Director Joan Hamasu also participated.
- B. Approval of Minutes of July 18, 2011 Board of Directors Meeting.** It was moved and seconded that the minutes of the meeting of the Board of Directors of July 18, 2011 be approved. The motion carried unanimously.
- C. Amendment of Minutes of June 20, 2011 Board of Directors Meeting.** It was moved and seconded that the Minutes of the June 20, 2011 Board of Directors meeting be amended to state that the motion to disband the Certification Committee carried, and to add the CAOWI Decision Making/Responsibility Structure document as an attachment. The motion carried unanimously.
- D. Membership Vote Regarding One Class of Members.** The Strategic Planning Committee has recommended that the Corporation have one class of members. This change requires approval by a vote of the membership. It was moved and seconded to recommend to the membership that it vote to approve the amendment of the Bylaws to provide for one class of members, called "Members," who are natural persons dedicated to the specific purpose of the Corporation, and to delete the provision that no more than two Directors shall be Associate Members. The motion carried unanimously.
- E. Ballot Language and Position Statement for Vote Regarding One Class of Members.** By unanimous consent, the task of composing language and a position statement for the vote regarding one class of members was delegated to Strategic Planning Committee Vice Chair Michael Robbins, with assistance from Amy Oppenheimer, Walter Cochran-Bond, and Mary Egan, to be completed within the next two weeks.
- F. Annual Meeting of Members Agenda.** It was moved and seconded to establish the following agenda for the 2011 Annual Meeting of Members:

Board of Directors

Amy Oppenheimer, *President* • Cynthia L. Remmers, *Vice President* • Sue Ann Van Dermyden, *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*

- 2011 Annual Conference Evaluation and Feedback (15 minutes)
- President's Report (5 minutes)
- Treasurer's Report (5 minutes)
- Executive Director's Report (5 minutes)
- Open Forum (30 minutes)

The motion carried unanimously.

- G. Pay Increase or Health Insurance Contribution for Assistant to Executive Director.** It was moved and seconded to authorize either a \$5.00 per hour pay increase, or a health insurance contribution, for the Assistant to the Executive Director, effective September 1, 2011, as recommended by the Executive Director. The motion carried unanimously. It was moved and seconded to transfer \$1,800 from the workers' compensation budget line item to either the wages budget line item or to a new health insurance budget line item, depending on the Assistant's choice. The motion carried unanimously.
- H. Certification Institute.** Director Pamela Hemminger, Chair of the Ad Hoc Certification Institute Committee, summarized the recommendations and preliminary budget prepared by that Committee. It was moved and seconded that the Board supports the concept of having a Certification Institute in 2012 as recommended by the committee; delegates to the committee the authority to develop the curriculum and publicity; and delegates to the Executive Committee the authority to decide the location, budget and logistics. The motion carried unanimously.
- I. 2011 Annual Conference Sponsorships.** President Amy Oppenheimer reported that we are \$5,000 below budget on sponsorships for the annual conference. By unanimous consent, it was decided that messages drafted by Marilou Mirkovich would be sent to the local circle conveners and posted on the listserv, and that all Board members would follow up with their contacts of potential sponsors.
- J. Program Enrollment Delegation.** It was moved and seconded to delegate to the staff the discretion to determine whether to enroll participants without prepayment prior to programs, with the understanding that discretion can be exercised liberally when it is not anticipated that the enrollment limitation will be met for a particular program; and, to exclude from this delegation discretion regarding enrollment in the certification institute, which will be addressed at a later time. The motion carried unanimously.
- K. Domain Names.** It was moved and seconded that the following domain names shall not be renewed: aopwi.com; aopwi.org; aowpi.org; apwi.org; gaowi.com; gaowi.net; gaowi.org; iaowi.net; iaowi.org; waowi.com; waowi.net; waowi.org; wiassn.com; wiassn.net; wiassn.org; wpinvestigators.com; wpinvestigators.org. The motion carried unanimously.
- L. Financial Report.** Treasurer Walter Cochran-Bond presented the financial report. He reported that the net income from the educational seminars and webinars has exceeded budget by \$5,666.53 to date. He stated that the annual conference budget is

on track, except that sponsorship income is below budget by \$5,000. On the expense side, he reported that 35.46% of budgeted expenses have been expended to date, although most of the annual conference expenditures have not yet occurred. He reported that 46.3% of operations expenditures have occurred, although we are 58% of the way through the year.

- M. Annual Conference Brochures.** It was moved and seconded to print 3000 and mail approximately 2500 brochures for the annual conference. The motion carried unanimously.
- N. Job Postings on Job Board and Listserv.** It was moved and seconded that listings for employment be posted to the job board and not the CAOWI listserv. The motion carried unanimously.
- O. Job Board Management and Marketing and Complimentary Membership.** Marketing Committee Chair Jody Shipper reported that Stephanie Torres has volunteered to help manage and market the Job Board. No decision was made on the complimentary membership issue.
- P. Co-Sponsorships Policy.** It was moved and seconded that the Education Committee's recommendations regarding Co-Sponsorships, set forth in the memorandum dated June 7, 2011 attached hereto, be adopted, with the modification that "\$50" be changed to "up to \$75." The motion carried unanimously.
- Q. CAOWI Quarterly Public Dissemination.** It was moved and seconded to retain the CAOWI Quarterly as a member benefit and that it be available to the public without charge through the public access portion of website after the issue is nine months' old. The motion carried unanimously.
- R. CAOWI Speakers and Authors.** It was moved and seconded that CAOWI will advise members that there are speaking and writing opportunities, and if CAOWI has two equal proposals then a member would have priority; however, non-members are welcome to speak and write. The motion carried unanimously.
- S. 2012 Annual Conference Dates.** By unanimous consent authority to determine the dates of the 2012 Annual Conference was delegated to the Executive Committee.
- T. Adjournment.** There being no other business, the meeting was adjourned by the President at 5:00 p.m.

Respectfully submitted,
Sue Ann Van Dermyden, Secretary



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Memorandum

To: CAOWI Board of Directors
From: Sue Ann Van Dermyden, Chair, Education Committee
Date: June 7, 2011
Re: Education Committee Recommendations – Co-Sponsorships

On behalf of the Education Committee, chaired by Sue Ann Van Dermyden, Associate Chair James Cawood, Seminar and Webinar Co-Chairs Pamela Hemminger and Nancy Bornn, the committee's recommendations regarding CAOWI co-sponsorships are hereby forwarded to you:

1. Recommendations

- The Education Committee has the authority to obtain, and will obtain, "co-sponsorships" between CAOWI and other organizations in the form of informal reciprocal agreements to advertise one another's educational programs through the use of the organization's email list. This is not intended to be an agreement to share emailing lists between organizations.
- The Education Committee will discuss the potential "Co-sponsorship" and, to grant this relationship, will hold a vote of the committee members in which a majority of committee members must agree to allow this "Co-sponsorship" to be created. It is recognized that some individuals may be untruthful when signing up for an educational event and claim to be members of the co-sponsoring organization, even though they are not, to gain this discount. However, we believe that the time and energy to verify the membership of individuals in the co-sponsoring organization is greater than the benefit of verification, so we are not recommending that be done.
- Co-sponsor members, at the discretion of the Education Committee, can be given discounts because of this agreement. The discount provided to Co-sponsor members will be an amount of \$50 off the non-member rates for any educational seminar, regardless of whether it is an early registration or not.

2. Definitions

- "Co-sponsor" is defined as an organization that contributes funds, locations, and/or advertising assistance through the use of their mailing (email or postal) lists. "Co-sponsors" as defined herein will be given credit as such in the advertising of the

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seminar on the bottom of the email, brochure, and any other form of advertising for the seminar.

- "Co-presenter" is defined as an organization that supplies speakers, topics, and/or otherwise fully participates in the process of putting on a seminar. "Co-presenter" will not be deemed to include organizations that are only agreeing to contribute funds, locations and/or advertising assistance through the use of their mailing (email or postal) lists. "Co-presenters," as defined herein, will be given credit as such in the advertising title of the seminar, under the CAOWI name and logo.