



PUGET SOUND CHAPTER CSI BOARD MINUTES

Board Meeting Minutes
March 20th, 2019

Meeting was online via Zoom; called to order at 11:07 am

Attendees: Bob Mandy, Wick Temple, Melissa Balestri, Kevin Vaughn, Susan Williams (briefly; lost), Julie Taylor (guest), and Leah Wppard (guest). A quorum was not met.

CHECK IN

- General check-ins with attendees.

AGENDA & MINUTES:

- Agenda for this meeting was approved with changes. Start discussing Key Issues early so guest Julie Taylor can give feedback, as she wasn't available for the whole meeting.
- February 2019 meeting minutes weren't approved because no quorum.
 - Change needed: Minutes note that AMI helped with the auction despite it being out of contract; that discussion was regarding future auctions AMI would be involved with. For 2019-2019 season, AMI did not help with the December meeting, and an auction was not held.

PRESIDENT REMARKS (Kevin):

- Initial thoughts on AMI contract discussion.

KEY ISSUES:

- Primary Key Issue: Discussion of professional management services. Discussion of whether we should keep professional management for our organization.
 - Options:
 - Stay with AMI as-is.
 - Stay with AMI but request a new manager.
 - Manage ourselves and contract individual consultants. E.g. dedicated event planner for ProSpec.
- ProSpec:
 - At first, felt that ProSpec just ran itself, but a lot of that was Andrew (former association manager) and committee members with experience. When PSC CSI switched to SBI, they were helpful because they had Andrew to guide them (as he moved to SBI and we followed). When switched to AMI, committee was initially concerned. They feel better about it now, but AMI really came into it halfway

through and it's new for them. In years past, had everything taken care of by January. It's not all taken care of now. Feel that the issues are just with having a new company learning the process, and not necessarily an issue with things falling through the cracks.

- If had a dedicated event planner, that would likely work fine.
- The biggest concern is continuity because the committees and Board are constantly changing.
- ProSpec – management costs are built into the contract; aren't broken out.
- Challenges: Website. AMI just hasn't been familiar with how ProSpec is run, and haven't been able to answer people who call with questions. Registrations weren't set up in an ideal way; weren't able to communicate how registration worked.
- AMI costs we don't need to continue with:
 - It appears that AMI hasn't proofread any of the Spectrums before sending them to Leah. Missing words, letters at beginning of sentences, etc. Leah then must try to communicate back and forth on exactly what to change via email. A lot of miscommunication.
- Constant Contact: Limitations with the system.
- Concerns with AMI:
 - Concerned that we're not a "big fish" for AMI, so it feels that we're not a priority for them. Lack of follow through/follow up. A large problem for us, as we're a small organization that does a lot.
 - Costs – the updated contract is expensive.
 - We already feel that we're out of compliance with our bylaws and potentially law. We're not receiving enough documentation to feel we're fulfilling our fiduciary duties. AMI isn't guiding us through our bylaw requirements. Feel that AMI isn't detailed oriented, and that a lot is falling through the cracks.
- It's been difficult enough to fill the Board; concerned that we won't have enough volunteers to run everything ourselves.
- Need to review and update the Organization Documents so can discuss roles with potential vendors.
- Kevin discussed with Andrew Estap (former association manager): Andrew's advice was to organize on our own and hire contractors (bookkeeper, etc.).
- KEVIN task: Will organize a budget with proposals from contractors to see what the cost differences are if we want to run the organization ourselves with Contractors, so the Board can vote later whether to stay with AMI, stay with AMI with changes, or branch off on our own.
 - MELISSA task: Get recommendation from former Theater Off Jackson President with her bookkeeper recommendation. Include Chad in the forward.
 - WICK and JULIE T task: Reach out to event planners for ProSpec proposals.
- Additional Discussions:
 - Need more people for committees.
 - LEAH task: Start updating operations guide for committees. LEAH to start, then forward to MELISSA for review, then meet with KEVIN.
 - Social Media: BRAD to help with.

TREASURER'S REPORT (Chad):

- Not reported (not present).

REVIEW ACTION ITEMS:

- Kevin: Organize budget to see what the financial difference is if we organize ourselves and hire by contract for bookkeeper, etc.
- Melissa: Forward to Kevin and Chad the name and contact info of Theater Off Jackson's bookkeeper.
- Wick (with Julie T): Reach out to event planners for proposals.
- Leah: Start to update Operations Guides, then forward to Melissa.
- Melissa: Start to update Operations Guides, then coordinate with Leah.
- Brad: Work on social media.
- Kevin: Forward April program info.
- Wick: Determine anniversary certificates.
- Kevin: Determine final date for speed networking event.
- Kevin: Send April BOD meeting invite.

KEY ISSUES:

- (See above)

DIRECTOR'S REPORTS:

- Education: Will follow up with update April's volunteer event.
- Communication: All updates already discussed in Key Issues.
- ProSpec: Discussed during Key Issues.
- Membership: Stable membership.
- Programs: April program – Kevin forwarding final info. June: Wick working on. What are we doing for anniversaries and retirements? Frank Calabrese is coming up on 30 years. Ed Storer; retiring soon – he's stopping taking on new projects in August. May: speed networking – potentially move date?

NEW BUSINESS:

- None.

NEXT MEETING: April 18th, 2019 at TBD Location at 4:00pm

MEETING ADJOURNED AT 12:13 pm Submitted by Melissa Balestri