

## **CCF Board of Directors Meeting**

Meeting started: 1/16/2024 @6:04p - Recorded.

### **Open with Serenity Prayer**

**Roll Call** - Laura B., Shelby G., Elaine A., Tim H., Robin T., Betty K., Stefanie A., Russ H., Greg B.  
Absent: Dartmore H.

Roll Call and Confirmation of a Quorum: 9

**Birthdays:** Elaine A. 6 years, Tim H. 34 years - HAPPY BIRTHDAY!

**December 2023 BOD meeting minutes:** Motion to accept made by Betty K., Sheby G. (2<sup>nd</sup> the motion).

### **BOARD REPORTS:**

Board of Directors' Chair nomination: Tim H. nominated by Laura B., Greg B. (2<sup>nd</sup> the motion), unanimously nominated - CONGRATS TIM H.!

Delegate Chair Report (Laura B.) **\*\*No report as of this date\*\***

Assistant Delegate Chair () **\*\*No report as of this date\*\***

Office Manager's Report (Robin T.) **\*\*Reports were provided to each Director\*\***

- Should we increase Newcomers packets as costs have risen?
  - Increase would have to be voted by the Delegates
  - Schedules - cost 92 cents + tax = \$1.00 (costs Board \$1.34) 2181 schedules were sold in 2023
  - 1589 in Newcomers packets \$741.54
  - Combine the two, increase newcomer packet to cover CCFAA costs to produce
  - Eliminate pocket holder
  - Robin will get more information, will send out email to Board

Treasurer's report (Greg B.) **\*\*Reports were provided to each Director\*\***

- Operating or employee handbook - when you terminate employment, vacation accrual is paid out. Can accrue 3.5 times what you earn in a year for vacation and sick time. Robin has the accrual information for 2023 and will provide it to the Board next meeting.
- Quickbooks migration was done and was successful!

BLOPS Report (Shelby G.) **\*\*Verbal report\*\***

- Need to get a committee for BLOPS and will mention it at the Delegates meeting. Need 5 and Shelby for it.

### **OLD BUSINESS:**

- Capital Expenditure Fund:
  - Need to set funds aside for carpeting, computers (Robin to create list for pricing and what is needed, bring to Board a proposal) then the Board makes motion
- Possibility of Hybrid Delegates Meeting hosted at Daily Attitude Adjustment:

- They have technology
- Logistics will be tough for secretary
- Test Board meeting there and see how it goes
  - Their business meeting is 2nd Saturday and Russ can take that to them, will let us know if we can do it before the next Board meeting
- Bylaws Motions to Approve by Board in December to present to Delegates in January:
  - Bring Bylaw changes to Delegates meeting 1/20/24

**NEW BUSINESS:**

- None

**ACTION ITEMS:**

- Laura - to get Audit committee (2 people) and BLOPS committee (4 people) at Delegate's meeting
- Robin - Cap Expenditure - get pricing estimate for computers and carpeting
  - Accrual sheets - done, have for Feb Board Meeting
  - 3 options for newcomer packets, email to Board
  - Update costing sheet

Motion to close made by Russ H., Greg B. (2<sup>nd</sup> the motion).

Closed at 7:44pm with the responsibility pledge.