

Chemeketan Executive Council Meeting Minutes

April 6, 2016

The meeting was held at the Ike Box, 299 Cottage Street, Salem, OR.

Those present included: Ted Gaty, Ralph Hall, Steve Dougherty, Mark Olson, Susan LaTour, Fletcher Adelman, Mary Liepins and Michael Gurley.

Mike Pennington was absent.

The meeting was called to order at 6:30 PM by Vice-President Susan LaTour.

The agenda was adopted after adding the following item: Investment Committee Report

Minutes from last month were approved, unanimously.

April 2016 Treasurer's Report by Steve Dougherty

Expenses

\$295.33 to Valley Mailing Service for mailing 494 prospectuses. Cost includes \$85 service charge for creating and attaching address labels and \$210.33 for postage.

\$1453.90 to Ink Spot Printing for printing 700 prospectuses.

\$25 for Pioneer Trust Safe Deposit Box

Reimbursements

To be determined at Executive Council meeting.

Pioneer Trust Banking

Check signing authority and online bank account access for Steve Dougherty was finally accomplished.

2015 Audit

Susan Watkins completed an audit of the Chemeketans fiscal year January - December 2015. Susan was able to identify numerous expenses that were posted incorrectly. We much appreciate Susan's efforts to accomplish a very thorough audit of our accounting. Steve Dougherty will correct the posting errors. Our QuickBooks online application now allows the club Treasurer to post expenses directly. This should reduce the opportunity for this type of error in the future.

Non-Profit Status

Susan LaTour reported that our non-profit status had been lost in the March, 2016 Executive Council meeting. Steve Dougherty will explore the steps needed to reinstate the club's non-profit status with our tax preparer, Bob Armstrong, after the tax season crunch is over.

Reimbursements: The Council voted unanimously to make the following reimbursements:

\$38.19 to Susan LaTour for snacks and paper products for the new member orientation

Bills: The following bills were unanimously approved and paid:

\$295 to Valley Mailing for the Prospectus (this was above the amount of pre-paid postage on the Chemeketan's account)

\$1454 to The Ink Spot for printing the prospectus

\$89 to Karen Widmer to print and mail the bulletin

Chemeketan Council Membership Report for the period 3/1/2016 – 3/31/16

As of March 31, 2016 there were **607** active, paying members including **10** life members and **10** junior members. There were **5** renewals in January.

In March we received and processed **22** guest requests for complimentary electronic bulletins. The total number of guests receiving a three-month complimentary email notification of electronic bulletin availability is **86**.

6 new adult member and **0** junior applications were submitted:

1. Arias, Caitlin
2. Brock, Angie
3. Engeln, Becky
4. Kiefer, Sandy
5. Laing, Susan
6. Manon-Munoz, Cipriano

Payments received during the month of January totaled **\$240** and included:

Paper Bulletin	\$ 20
Donations	\$ 0
Dues	\$ 220

Submitted by,
Michael Gurley
Co-Membership Secretary

The new members were accepted in a unanimous vote by the Council.

Leader Qualifications Work group-Ralph Hall:

Ralph presented a process and an application to be a Chemeketan Leader. Minor changes will be made, the application will be shared with the committee chairs and brought back to the Council before being posted online.

Meeting Reservations Plan-Ted Gaty: The new process for reserving meeting rooms for Chemeketan activities is now on the club website and has already been used. The tab is labeled "Meeting Room Options and Policy". Ted will be posting a list of meeting supplies, stored in the closet at THE Ike Box, on the website.

New Member Orientation- Susan LaTour: This event occurred March 10, 2016 at the LaTour's home. 23 new members attended the event. Ted Gaty will work with Susan on a Power Point presentation for these important introductory events.

ODOT Wellness Fair: Michael Gurley and Mary Liepins will represent the club at this event on Wednesday. May 25, 2016 from 10 am to 1 pm.

Cascade Hike Max Hiker per leader- Communication- There is a limit of 10 hikers/leader for the Cascade Head hike. This important news will be posted in the Bulletin and forwarded on to Elizabeth Seibert and Nancy Rockwell to help spread the word to any Chemeketan hikes.

Quick Book Plan update: Steve Dougherty: The system is online and being used by the club treasurer-Steve.

Investment Committee: Mark Olson: This committee consists of Mark Olson, Amy Dale and George Adkins. This committee is tasked with making recommendations, to the executive council, of how the club should direct it's investments.

This meeting was adjourned at 8:21 pm.

Minutes are respectfully submitted by Fletcher Adelman