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| **ABI Board Off Year Meeting** | |  | | --- | | **September 15, 2018** | | **Squaw Peak Hilton, Phoenix, AZ** | |  | |

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| **Meeting called by:** | Amber Neal | **Type of meeting:** | Off Year Board Meeting |
| **Facilitator:** | Amber Neal | **Note taker:** | Amber Neal, Secretary |
| **Attendees:** | Tom Littlejohn (TEL), Amber Perkins Neal (ADN), Marie Littlejohn Dunn (MLD), Liz Germani (LAG), Dawn Kolb (DEK), Caroline Homolka Masters (CHM), and Paul Allen (PBA). Leslie Homoka Craigmyle (LHC) and Sandra Kerr Louchard (SKL) participated by phone. Bridget Halpin (BJH) joined at 2:30PM | | |

**Agenda Items**

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| 1. Roles and Responsibilities |  |
| 1. Succession Planning & Candidates |  |
| 1. Website Update |  |
| 1. ABI Budget for 2018-2019 |  |
| 1. Reunion Review |  |
| 1. Swag Item Review |  |
| 1. General Board Meeting Review |  |
| 1. Ad Hoc |  |

The meeting was called to order at 10:20AM by Secretary Amber Neal.

**Action Items**

* Update committee membership lists – DEK
* Send nomination information to Paul - ADN
* Update Bylaws Appendix – TBD
* Annual Report – SLK
* Newsletter – CHM/LHC
* Send Save the Date cards – TBD
* Drum up 5-6 people to volunteer for website committee to revamp site – PBA
* Circulate 2018-2019 budget to Board for review – TEL
* Research programs for seating charts – LAG
* Foam boards for signage – BJH
* Investigate reunion app options - MLD

**1. Roles & Responsibilities:**

Roles and responsibilities of elected and nominated Board members reviewed.

Review of existing committees and members – Membership list needs to be updated.

* Finance Committee
* Legal Affairs
* Nominations Committee
* Publications Committee
* Reunion Oversight Committee
* Aramco Services
* Raffle/Auction
* Database/Website
* Advertising

Review of where information and resources can be found.

Board members feel disconnected. Quarterly meetings suggested to improvement of productivity and communication.

CHM and LHC will collaborate to create and publish a series of articles to market the Board and reunion. Increase frequency of outreach.

* Directions to convention center.
* Who is your reunion chair?
* Tips for a healthy reunion.
* Get to know your Board.
* What does the reunion fee cover?
* Call for extra help (Wed/Mon).
* What’s a Town Hall Meeting?
* The banquet – Bring your badge, pick your seat.

Need to send out Save the Date cards for the reunion to physical addresses in membership database.

**2. Succession Planning & Candidates:**

* President – Hirath Ghori has expressed that he does not intend to run for President in the upcoming election. Recommend LAG to run for this position.
* Reunion Oversight Chair – LAG intends to run for President in the next election. Recommend BJH to run for this position.
* All others intend to continue in current roles.

**3. Website Updates:**

Consider move from Wild Apricot to create a more interactive site a mobile friendly site. Paul to drum up 5-6 people to volunteer for website committee to revamp.

**4. ABI Budget for 2018-2019:**

Increase membership to $25.

Tom to circulate updated budget to Board for review. Out for discussion and vote early next week.

Finalize reunion budget by October 2018. FM 18-10.

**5. Reunion Review:**

* Advertising – consider Facebook targeting.
* All Board members to attend setup of raffle and registration rooms on Wednesday. Training of temps on Thursday.
* Reduce brochure to 2 pages.
* Investigate Posh Pix for photo booth services.
* Reunion app: Investigate apps for reunion details that attendees can download.
* Sound system Friday night intro and Sunday banquet.
* VIP invitations: Create list early.
* Souq – purchase jewelry items or Siddiqui?
* Purchase lanyards that identify Board members.
* Rebrand public meeting as a Town Hall. Open to public on Sunday.
* Vision table: BJH to set up one table, then others can reference this to complete the other banquet tables.
* How do we police the banquet attendance?
  + Assigned seating: Diagram with managed binder.
  + Print out seating the place on tables. Programs for seating chart.
* Foam boards for signage around the property where permitted.
  + Convention center directions in the lobby

**6. Swag Item Review:**

* <redacted for surprise>

**7. General Board Meeting:**

To be held Wednesday evening at Rico’s following registration and souq/raffle setup.

Meeting adjourned at 5:00 PM.

Respectfully submitted, Amber Perkins-Neal, Secretary