

St. Johns Boosters Board Meeting/Retreat

January 19th, 2020

8233 N Willamette Blvd, Portland, OR 97203

Attendance -- Liz Smith, Jean Schwartz, Abbie Denton, Scott Berry, Deanna Cantrell, Leah Dowling, Daphne Girard, Rachel Jones, Christine Longmuir, Maria Rojas and Calvin Hoff.

1. 10:00am Introductions, icebreaker
2. 10:30am Liz presented St. Johns history information. Boosters are the 2nd oldest business association in Portland.
3. 11:00am Calvin presented an updated draft of the bylaws and relevant policies. Updates include language to aid in officer transition and changing of dates to be at the discretion of the board. A full review of the bylaws occurred.
4. 12:00pm Liz opened a discussion around officer elections. There was a discussion from the board around who should serve in what roles. After discussion, the board prepared the following slate:
 - a. President: Liz Smith
 - b. Vice President: Jean Schwartz
 - c. Secretary: Rachel Jones
 - d. Treasurer: Abbie Denton

Michael Johnson (former President) and Charlie Te (former Treasurer) are to be removed from the bank accounts. Liz Smith (new President) and Abbie Denton (new Treasurer) are to be added to the bank accounts upon approval of the slate.

Christine Longmuir made a motion to approve the slate. Maria Rojas seconded. The motion was accepted unanimously.

5. 12:30pm Break for lunch
6. 1:00pm Calvin presented updated versions of the 2020 membership forms. The board provided feedback such as adding in more sponsorship detail. Corporate sponsor levels were edited. Calvin will prepare the forms and send out drafts with the mailing list prior to our mailing event on January 30th.
7. 1:45pm Abbie presented an update to financial processes for the Boosters. All expenses need to be accompanied by a reimbursement form and proper documentation.
8. 2:00pm Calvin presented the Work Plan for the organization. The work plan notes all activities for the St. Johns Boosters Business Association over a July 1st-June 30th year. Board members made comments on activities in the work plan (see attached document). Calvin will make changes based on recommendations and send out an updated version via email.
9. Calvin presented the midyear report, documenting activities from 7/1-12/31. Jean Schwartz made a motion to approve as presented, Rachel Jones seconded.
10. 4:30pm Meeting adjourned by Liz Smith.