**CIBO Board Conference Call**

**Minutes of Meeting – April 23, 2020**

Meeting convened at 2:33 PM EDT.

**Attendees:**

Ann McIver

Amber LeClair

Scott Darling

Jay Hofmann

Bob Bessette

Steve Gossett

Mick Durham

**Agenda:**

1. Approval of Minutes from April 16th Board Executive Committee Meeting
2. Report from President on Proposed Reductions to 2020 Expense Budget
   * 1. Board discussion of proposed reductions to 2020 Expense Budget
     2. Board action to approve proposed reductions to 2020 Expense Budget
3. Discussion of IECT/BOMP Meeting Communication Strategy and Offer from Trinity Consulting for Assistance in getting a positive message to Members ASAP
4. Strategic Planning for CIBO’s Future
   * 1. Letter to CIBO Members (REV 2C)
     2. Board Vacancy Discussion (who/what/when) – Action?
     3. Position Description for Executive Director
5. Discussion of Timing for Decisions for Future Meetings (Annual Meeting and December 2020)
6. Other Business

**Discussion/Business:**

1. Approval of Executive Board Meeting Minutes from April 16th, 2020.
   1. Scott Darling moves to approve the meeting minutes as written.
   2. Ann McIver seconds the motion.
   3. Executive Board approves the minutes.
2. Bob Bessette’s proposed reductions to the 2020 expense budget
   1. $49,600 found by reducing travel expense, cutting Higher Logic, and a few other areas. No salaries were reduced.
   2. Bob Bessette plans to retire 3 months earlier and get out of the lease 3 months earlier which would save ~$36K in 2021. Per Bob this will replace the $36K additional deficit this year in 2021.
   3. Additional Discussion
      1. Overlap of Bob B and new Executive Director will be reduced by 3 months with Bob retiring earlier.
         1. 2-3 months of overlap
         2. Bob B retires May 2021
      2. Amber stated that the BOD should re-evaluate in about a month after we have done some planning and know how much effort a virtual conference is. The BOD should also look at where CIBO is running on the budget and what kind of deficit we are forecasting for the end of the year to see what further reductions are needed.
         1. Jay, Steve, Scott, and Mick don’t agree but will accept this. They feel that we are “kicking the can down the road.”
   4. Board Acceptance of reductions of $49,600 proposed by Bob B today.
      1. Jay moves that we take the proposed reductions as laid out by Bob today but the Board needs to re-evaluate further reductions around the end of May.
      2. Steve seconds.
      3. All of the Board approves
3. IECT/BOMP Email about a possible virtual conference was sent out to the membership after cancelling the in-person conference.
4. Strategic Planning for CIBO’s Future
   1. Letter to the CIBO Members
      1. Ann will send out the clean version of the last revision (rev2c) of the letter to the Board and Lisa J. for final approval before it goes out to the CIBO Members.
   2. Board Vacancy
      1. Ann M. nominated Eric Hallman to fill Chuck H.’s vacant seat and complete his term.
      2. Steve G. seconds the nomination.
      3. All of the Board approves the nomination.
         1. Scott Darling noted that he approves this but feels that the BOD was put in a box and doesn’t really have a choice. He would prefer that we not be put in this situation again because it is up to the Board and not a Company to select the Board members.
   3. Scott Darling left the meeting at 3:30pm EDT
   4. Position Description for Executive Director
      1. Ann will send out the clean version of the last revision to the Board and Lisa J. for final approval before it goes out.
      2. This needs to go out to find a potential candidate asap.
5. Future Meetings
   1. Annual Meeting
      1. When do we need to cancel by?
         1. Probably around the end of August or first of September
         2. Gail is watching the situation and talking closely with the hotel to get the best possible deal.
6. Other business?
   1. None today

Adjourned meeting at 3:43 PM EDT.