**CIBO Board Conference Call**

**Minutes of Meeting – May 21, 2020**

Meeting convened at 9:03 AM EDT.

**Attendees:**

Ann McIver

Amber LeClair

Scott Darling

Jay Hofmann

Bob Bessette

Steve Gossett

Mick Durham

Eric Hallman

**Agenda:**

1. Approval of Minutes from May 8th Meeting.
2. Review of Finances through April.
3. Update on Cost Containment Measures.
4. Are Additional Cost Containment Measures needed?
5. Update from Bob and Jay on Virtual Conference planning.
6. Other Business.

**Discussion/Business:**

1. Approval of Board and Governance Meeting Minutes from May 8th, 2020.
   1. Mick Durham moves to approve the meeting minutes as written.
   2. Jay Hofmann seconds the motion.
   3. Board approves the minutes.
2. Review of Finances through April
   1. Membership Update
      1. Bunge, Wood – Dropped
      2. Morton Salt, GE, Cleaver Brooks, Peerless, ERM, Montrose – In processing
      3. Emerson, FuelTech, Rentech, Waste Connections – Probably out
      4. Cornell, Indiana, Southern Illinois – Not Sure
   2. Dues are off about $100K based on current membership update
   3. Based on the budget and current financial status, CIBO is off a balanced year by about $200K to $300K
   4. If we cancel the Annual Meeting right now we will be out about $50K
      1. What is the number of people we need to have attend the Annual Meeting to not lose money?
      2. Wait to make a decision on the Annual Meeting until later this summer. Let’s see how the re-opening goes and how companies are doing.
      3. Survey the Membership in early August to see who is willing and able to attend the Annual Meeting.
3. Cost Containment Measures Update
   1. Higher Logic Contract ($4500 this year)
      1. Contract was for 48 months ($750/month)
         1. Ends May 2021
      2. Can’t cancel contract as long as CIBO stays an association
4. Further Cost Containment Measures
   1. Wasn’t discussed today
5. Virtual Conference Status
   1. Meeting Conference Fee
      1. One Session: $150 member/$175 non-member
      2. One day: $200 member/$250 non-member
      3. Full Conference: $300 member/$400 non-member
   2. 101 participates allowed on go-to-meetings but can go up to 500 for additional cost
   3. Scott Darling left the meeting at 9:57am EDT
6. Other business
   1. Meet again in early June

Adjourned meeting at 10:01 AM EDT.