**October 19, 2017**

**DRAFT CIBO Board Meeting Minutes**

10:00 AM October 19, 2017 – A brief board meeting was held at the 2017 CIBO Annual Meeting to confirm various Board member terms of service and officer positions. Bob Bessette, Mark Calmes, Ann McIver, Jay Hofmann, Rob Kaufmann, Scott Darling, Steve Gossett, and Amber LeClair were present.

Following affirmation of the elections by the general CIBO membership, a motion was made by Scott Darling to name Steve Gossett and Amber LeClair to CIBO board seats each serving three year terms that will expire at the 2020 CIBO Annual Meeting. The motion was seconded by Mark Calmes and approved unanimously.

Jay Hofmann made a motion to confirm Ann McIver to the role of Chairperson, serving in her role until the 2018 CIBO Annual Meeting. The motion was seconded by Rob Kaufmann and approved unanimously.

Rob Kaufmann made a motion to confirm Mark Calmes to the role of Vice Chairperson, serving in his role until the 2018 CIBO Annual Meeting. The motion was seconded by Steve Gossett and approved unanimously.

Ann Mclver made a motion to confirm Bob Bessette to the role of President, serving in his role until the 2018 CIBO Annual Meeting. The motion was seconded by Rob Kaufmann and approved unanimously.

Mark Calmes made a motion to confirm Jay Hofmann to the role of Secretary/Treasurer, serving in his role until the 2018 CIBO Annual Meeting. The motion was seconded by Amber LeClair and approved unanimously.

Bob Bessette notified the Board he is in the process of updating the PNC Bank (CIBO bank account) check writing and signature authorizations. The Secretary/Treasurer, Chairperson, and the President are authorized to sign checks in the normal course of CIBO business. Any check written in excess of $10,000 must be signed by two authorized individuals. Bob made a motion to approve the check writing and signature authorizations as presented. Scott Darling seconded the motion and it was approved unanimously.