**CIBO Board Meeting**

**Jan. 21, 2016**

**Conference Call**

I.  The meeting was called to order by Chairman DeRuyter at 2:03 pm.  In attendance (all by phone) were John DeRuyter, Mark Calmes, Jay Hofmann, Chris Keuleman, Ann McIver, Scott Darling, Bob Bessette, and Carl Bozzuto

II. Membership - Carl Bozzuto

   The membership figures as reported by Bob Corbin at the December Board Meeting were 34 Actives, 2 Small Entity Actives, 52 Associates, and 15 Universities.  However, in January, 4 more Associates cancelled and 1 Active is being carried for 2016.  We also received a letter from a new member with their application.  The budgeted dues figures are based on 33 paid Actives, 2 Small Entities, 49 Associates, and 15 Universities. Prepaid dues were ahead of the 2015 level by about 20%.

III.  Financial - Carl Bozzuto

    The 2015 financials were reviewed.  We did not make budget this year due to lower than budgeted dues income and higher expenses for the Annual Meeting and the December Quarterly meeting (due to having to switch to the Marriott while renovations were underway at the Radisson).  Had any of those three come in at their budgeted levels, we would have been very close to the budget.  As we had no surplus in excess of the budgeted level, there will be no bonus in 2016.  The audit went well.  There were only a few minor corrections, which were done during the meeting.  The auditor decided to charge the entire cost of the database update to the 2015 results.  At the June meeting, the Board had agreed that this unplanned expenditure would not be applied to the budget, but would come from our reserves.  Although we only paid for part of the expenditure in 2015, we have accrued for the entire amount in the 2015 financials.

   The 2016 budget was reviewed on a line by line basis.  Chairman DeRuyter reported to the Board that he would be taking a retirement package from Dupont and that his last meeting as chairman would be the March meeting.  There was considerable discussion over President Bessette's request to retain both John and Carl as consultants for 2016.  It was decided to retain Carl as a CIBO consultant with the responsibilities of attending all of the regular meetings and taking and preparing the minutes, assisting the Fuels Subcommittee, assisting the Membership Committee, and assisting the new Treasurer on an "as requested" basis.  A modest amount of funds were budgeted in the event that we needed John's help with comments on proposed rulemaking.  In addition, Carl agreed to do an analysis on travel expenses.  The budget, as attached was approved.

IV.  CIBO Operations - John DeRuyter

   The Board agreed that the current staff has been doing an excellent job.  Compensation increases for the staff were approved, consistent with a 2% level of increase.  This level is reflected in the approved budget.  Chairman DeRuyter will issue the 2016 compensation letter.

V.  Adjournment

   The meeting was adjourned at 4:37 pm.  Prior to adjournment, the Board approved Amber Leclair as the replacement for Carl Bozzuto on the Board.  The next meeting will be held on Monday, March 21, 2016 at 5pm at the Marriott in Crystal City.

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