**CIBO Board of Directors Meeting**

**Minutes of Meeting – December 9, 2019**

Meeting convened at 5:00 PM EDT.

Attendees:

Bob Bessette

Mick Durham

Amber LeClair

Scott Darling

Jay Hoffman

Steve Gossett – Via Phone

Ann McIver

The Board held a moment of silence for the passing of Chuck Hallier.

Currently there is an open seat on the Board. The Board decided to leave it open for a short period of time while Cargill and CIBO sorts out a direction after the unexpected passing of Chuck.

Motion to approve the October Meeting Minutes as adjusted (Bob changes to Rob) and adding in the approval of the September Meeting Minutes.

* Scott Darling made the motion and all the members accepted.

The Treasurer Report was presented by Jay Hoffman. We lost money on the Annual Meeting again this year.

Ann McIver showed a spreadsheet with tabs titled the “2020 conferences Expense Summary” and “Meeting Scenarios”.

* The question “What makes the Annual Meeting cost CIBO more?” was asked.

The Board started discussing the 2020 Budget

* How many people will attend the conferences?
* How do we budget the Sustainability/CHP Meeting since it will be a combined meeting?
* How much does each of the conferences cost?

Ann McIver proposes that we look at the 2018 and 2019 actual expenses for travel, Entertaining Expenses, Subscriptions/Publications, Outside Dues, etc. (the fixed expenses)

Mick Durham asked, “Why do we send out the invoices for 2020 before the 2020 budget is complete and approved?”

Bob Bessette feels that based on the “transition” we should be able to raise dues for 2021.

Amber LeClair asked, “Are we charging enough per meeting per person?”

* How much does it cost per person for an EE meeting with about 30 people?
  + ~$367/person
* How much does it cost per person for each of the conferences?

The Board decided that the credit card fee should be added to the registration fee.

For an EE meeting, the new fee for 2020 will be about $395 for credit and about $375 for cash.

Ann McIver will look at the rates for the BOMP and IECT based on the same logic as the EE meeting and will send out the revised spreadsheet for our Conference Call on December 18th.

Bob Bessette will check the terms on the contracts for the copier, lease, phones, etc.

Salary for 2020

* Raise the salaries by 2% for the cost of living in the budget was proposed during this meeting.
* Nothing was decided during this meeting for the salaries.

We needed a motion on salaries and on pension funding, but no motions were made during this meeting. This will need to occur during the December 18th conference call.

The board will have a conference call on December 18th at 3pm EDT for finalizing the budget.

The Audit is going to be scheduled during the week of January 20th for Jay Hoffman, Carl Bozzuto, and Bob Bessette.

Adjourned meeting at 6:29 pm EDT.