**March 21, 2016**

**CIBO Board Meeting Minutes**

5:00 PM March 21, 2016 - The first regularly scheduled quarterly board meeting in 2016 was held. John DeRuyter, Bob Bessette, Mark Calmes, Ann McIver, Jay Hofmann, Chris Keuleman, Scott Darling, and Amber LeClair were present. Bob Corbin (Membership Committee) and Lisa Jaeger (CIBO Counsel) attended the meeting as guests.

**I. Approve Minutes**

The meeting was called to order at 5:10 pm.  The minutes of the December 7th meeting and January 21st (conference call) were approved as written.

**II. Succession Planning and Actions**

The Chairman asked for motion to elect a new Secretary/Treasurer for the CIBO Board. Ann McIver made a motion to elect Jay Hofmann to the post. Mark Calmes seconded the motion. The vote was unanimous in favor of the motion.

The Chairman asked for motion to add Steve Gossett to the CIBO Board effective April 1, 2016. Chris Keuleman made a motion to elect Steve Gossett to the CIBO Board effective April 1, 2016. Mark Calmes seconded the motion. The vote was unanimous in favor of the motion.

Chairman DeRuyter announced he will be leaving his seat on the CIBO Board on March 31, 2016. President Bessette offered to arrange a conference call in early April to elect a new Chairman.

**III. Membership**

Bob Corbin reported that we are currently at 96 members.  President Bessette discussed several reasons why Rayonier and Westrock had recently decided to leave the council in 2016. Bob Corbin discussed the reasons why Primary Energy decided to leave in 2016 and also indicated he was actively following up with several other associate members deemed to be “at risk” for 2016. Finally, Bob reviewed the top member prospect list with the Board.

Overall, CIBO’s member retention rate is still above the national association benchmark.

**IV. Financial**

The Board reviewed the 2015 financial audit report.

The Board reviewed the 2015 IRS Form 990 provided by Shaun Sumrall of BadgerSumrall. A number of items were discussed. Jay Hofmann offered to arrange a call with Shaun to gain additional clarity on the Part III revenue reporting line item in the Form 990.

Lisa Jaeger offered to review selected elements contained in the CIBO Handbook to confirm consistency with the IRS form. In particular, Lisa will consider whether the CIBO handbook must address the “whistleblower” element contained in the Form 990. Lisa also offered to review CIBO’s conflict of interest identification policies and procedures.

President Bessette provided an update on the planning, marketing, and overall status of the 2016 CIBO conferences.

Jay Hofmann provided the financial report. The association’s cash position is on budget through February. The adherence to the 2016 budget for the remainder of the year will likely depend on whether new members are identified to replace the recently lost members and/or whether meeting/conference revenue and expenses result in favorable variances for the remainder of the year. Small favorable variances in office expenses, insurance, and payroll can occur and there is also the possibility of a favorable variance in legal expenses as coalition activity remains light.

President Bessette discussed a proposal to award the Midwest Ozone Group (MOG) $10,000 to fund the MOG’s regional ozone planning/modeling efforts. The funds will be used to identify the impact of industrial boilers on the ozone modeling results produced by the MOG’s regional ozone modeling efforts. President Bessette made a motion to award the MOG $10,000 to assist in the MOG’s regional ozone planning and modeling efforts. The motion was approved with five members voting in favor of the motion. Jay Hofmann and Mark Calmes abstained. President Bessette noted the MOG funding would come from the CIBO coalition activity budget.

**V. CIBO Operations**

Nothing to report.

**VI. Other Business**

Nothing to report.

**VII. Future meetings**

Nothing to report.

**VIII. Adjournment**

The meeting was adjourned at 7:25 pm.