**January 22, 2019**

**DRAFT CIBO Board Call Minutes**

A conference call was conducted to present and discuss the Council’s proposed 2019 financial budget. Bob Bessette, Ann McIver, Jay Hofmann, Rob Kaufmann, Scott Darling, Mark Calmes, and Amber LeClair participated. Prior to the call, Steve Gossett offered to vote on any motions via a proxy (Ann McIver).

Ann McIver called the meeting to order at noon (EST).

**2019 Budget Discussion**

Bob Bessette led the 2019 budget discussion.

The discussion focused on the 2019 budget summary document attached to these minutes. Bob reviewed with the Board the salient elements of the 2019 budget.

The following items were discussed:

1. Conference attendance and income
2. Annual meeting attendance and income
3. March meeting attendance and income
4. Legal support
5. Travel expenses

There was a general discussion addressing the pros and cons of changing CIBO’s primary law firm from Bracewell to Steptoe and Johnson (S&J). S&J has formally offered a weekly newsletter to the membership. Ann questioned whether Bracewell could offer something similar. Both firms have quoted similar monthly retainer fees and the “all in” legal expense (including travel and miscellaneous items) is targeted at $66,000 for the year.

Ann and Jay both voiced concerns that March meeting attendance assumption may be too high. Bob indicated that he expects this meeting to be well attended because of the scheduled Capitol Hill visits pursuant to the March meeting.

Steve Gossett made a motion to approve the 2019 annual salaries for the staff as listed below:

Bob Bessette - $156,000

Gail Bessette - $57,500

Candy Marriott - $52,825

Rob Kaufmann seconded the motion and the motion was approved unanimously.

Mark Calmes made a motion to approve the funding of the 2018 5% voluntary 401(k) pension payment to the CIBO staff. Scott Darling seconded the motion and the motion was approved unanimously.

Rob Kaufmann made a motion to approve the 2019 CIBO budget as submitted and presented by Bob Bessette. Jay Hofmann seconded the motion and the motion was approved unanimously.

The call was adjourned at 1:00 pm (EST).

Subsequent to the call, Ann McIver made a motion (via email):

The Board of Directors authorizes CIBO to engage Bracewell, LLP as counsel to CIBO for calendar year 2019 (January 1 – December 31) at the monthly retainer of $5,500 per month and other expenses as defined in the engagement letter.

Rob Kaufmann seconded the motion and the motion was approved unanimously.