

February

Board Meeting Minutes

Virtual

February 15, 2024

**I. Call to Order**

* Don Brown called the meeting to order at 3:03pm.

**II. Pledge of Allegiance**

* Manny Corral led us in the Pledge of Allegiance.

**III. Roll Call**

* Erik Zavala took roll call, and a quorum was present.

**Officers**

Chair: Don Brown - Present

Vice Chair: Barbara Rice - Present

Secretary: Erik Zavala - Present

Treasurer: Michael Grubbs - Present

Past Chair: Steve White - Present

Board Members: Ray Lahaye - Present

Manny Corral - Present

Adam Hicks- Absent

Randy Pluimer- Absent

Mike Seal- Absent

**IV. Reports & Updates**

1. Approval of the October Minutes – Erik Zavala
   * Barbara Rice made a motion to accept the minutes as written, Mike Grubbs seconded, motion passed.
2. Treasurer’s Report – Mike Grubbs
   * Bank balances are as follows…
     + Permit Tech - $1,500.00
     + General Fund - $137,200.17
     + PR Committee - $100.00
     + Exec Secretary - $719.83
   * Don Brown mentioned that the Executive Secretary’s bonuses should be separate from the salary and there should be two separate line items in our budget for tracking purposes. Mike said he would add that to Quick Books.
   * Mike also mentioned that we are starting to see registrations come in for the Region XI meeting. Don recommended keeping track of all the Region XI expenditures and registrations separately from our budget. Mike will keep track of these expenditures and registrations separately from ours.
3. Spring Education Institute Update – Brad Mecham/Chris Guzman
   * Brad gave an update of where they are in terms of the Spring Institute. He said the final classes and instructors have been finalized and that all classes are now set. He let us know that the Education Committee has been split into sub-commitments. One committee is run by Chris Guzman and he is handling all the swag and prizes. Another committee is run by Brian Tardiff and he handles onsite accommodation. This includes rooms and food. He said the meeting rooms are good size and the food came in a little cheaper than originally planned so there might be some savings which is good news for us. He also stated that there is going to be a block of rooms to reserve. The rooms must be reserved by phone only. Chris stated he has started receiving shirts and other swag items for giveaways. Don Brown asked Chris if there were any sponsor donations yet and he said that he and Brad will look into it. There was a discussion about getting books from ICC for the bookstore and Brad stated he would contact ICC to confirm. Brad also let us know that there will be an Education Committee meeting the week of February 19th and that registration will be live March 4. The block for rooms is already available for reservations. Barbara Rice asked who is going to book rooms for instructors and committee members? Brad said he would get with Cheryl Mullis and ask for guidance as she has done this in the past. Don Brown asked if there was going to be a Wednesday night event? Ray LaHaye asked what he was looking for and said he would get with the Grand Canyon chapter to come up with options.
4. PR Committee Update – John Earhart/Don Councilor
   * Don Brown let us know that this committee does not have a chairman yet, but they are meeting soon to elect one. He also gave a brief update on an event they are trying to put together. The committee is trying to put together a fishing tournament at Woods Canyon Lake. More information to follow.
5. Permit Tech Committee Update – Tracie Wilgus
   * Don Brown introduced Tracie Wilgus as the new chair of the Permit Tech Committee. Tracie is from The Town of Cave Creek. Tracie informed us that the Permit Tech committee will be having a free event down in Tucson at The Eller College. The speaker at the event will be Dr. Melendez. It is a free event, but you will have to pay for parking. She mentioned there were 18 people already registered and that she is working with Steve Burger for future training. Don suggested to Tracie to try and get sponsors for her events.
6. Executive Coordinator Update – Shelly Franco-Westacott
   * Don Brown wanted us to know that Shelly’s new title is Executive Coordinator.

\*Don Brown asked to suspend the meeting to allow Patti Schechter to talk about the annual awards. Mike Grubbs made a motion to suspend the agenda, Ray Lahaye seconded, motion passed. Patti encouraged us to submit our nominations because July will be here before we know it. Don asked her about the newsletter, and she said it will be out in March.

1. AZBO Domain & Constant Contact – Don Brown
   * Don let us know that certain rules changed due to domain names and Constant Contact had to update their domain name. We have reached out to our IT guys, and they recommended that we use the domain name AZBO.us. We will be switching over to the AZBO.us domain having three additional emails set up. One will be for Shelly, one for the Chairman, and the other for the Central Chapter. It will cost us $40 per month to maintain these emails. Erik Zavala asked if he could use the info.azbo.us email to send out communication. He tested it and it worked. It was determined that it was okay to use until the others were created.
2. Region XI ABM – Ray LaHaye/Clayton Trevillyan
   * Ray gave an update on the ABM. It will be held in Tucson from March 20-22. There will be a tour of the Tucson Electric facility. There will also be two and a half days of training along with the Region XI meeting. AZBO has been helping with registrations and money. Mike Grubbs asked if he needed any money now and Ray replied that Clayton is handling that end of things. Don Brown told Mike that there should be invoices coming in that will need to be paid. Don also asked if we could get more sponsors. Barbara Rice mentioned that she had not been contacted by anyone yet. Ray will pass along the information.
3. ICC Update – Rick Bluntzer
   * Rick was not available for an update.
4. Request to open negotiations on additional work for Ex. Coordinator – Don Brown

* Don let us know that there are extra items that Shelly does that are not part of her contract. He wants the board’s approval to open negotiations with Shelly for her work that she does outside of her contract. Ray LaHaye asked if there was anything in the contract that addressed this type of work. Mike Grubbs responded that there was no language in the contract that spoke to work outside of the contract. Steve White made a motion to allow Don to open negotiations with Shelly for uncontracted work. Ray LaHaye seconded, and the motion passed.

**V. New Business**

* Mike Grubbs asked about raising class fees and Don Brown said that is a topic that will be talked about at the ABM this summer. There will be more discussion on this topic.
* Don Brown mentioned, due to the Region XI meeting, that our next meeting would have to be cancelled or moved. There will be a new date coming out.

**VI. Adjourn**

* Don Brown adjourned the meeting at 4:10pm.