



Board of Directors Business Meeting Minutes
August 1, 2016
340 Edmond Road, Suite E
Kearneysville WV 25430

Board Members Present: Bob Ayrer, President, Nance Briscoe, Vice President, RosaLee Riggins, Treasurer, Phyllis Smock, Secretary and Richard Sussmann, Member-at-Large.

Bob Ayrer called the meeting to order at 6:00 pm.

Reports:

Treasurer Report:

RosaLee reported for the period July 13, 2016 – August 2, 2016:

Previous Balance	\$8,229.30
Deposits:	\$ 300.00
Expenses:	
US PO Box Rental	\$ 102.00
HostGator (EPOHOA domain name)	\$ 15.00
Total Expenses	\$ 117.00
Checking Account Balance as of Aug. 1, 2016	\$8,412.30

Membership:

Following a review & discussion of two versions for the 2017 Calendar Rack Cards provided by Nance, Richard moved to approve Version Two excluding the membership fee schedule, and including meeting time & dates of: 7PM on 3rd Wednesday of JAN-FEB-APR-MAY-JUL-AUG-OCT-NOV, and 9AM on 3rd Saturday of MAR-JUN-SEP-DEC.. RosaLee seconded the motion. The motion passed without objection.

Richard moved to approve printing of 1,000 each 2017 Calendar Rack Cards at \$178.00 plus \$19.49 shipping charges. Phyllis seconded the motion. Motion passed without objection.

Programs:

Following a discussion of Education Sessions/Best Management Practices, the Board agreed on the following sessions:

August 17, 2016:

CAI Webinar Video

Board Leadership: Conducting an Effective Orientation Program

September 17, 2016

RSVP required: Liability for Board of Directors & Common Area

Presenter-Allen Hudson

October 12, 2016

Transparency – Document Retention

Presenter: Richard Sussmann

November 16, 2016

CAI Webinar Video

Beat Delinquencies: Ways to Collect Past-Due Assessments

December 17, 2016

HOAS - The Good, The Bad & The Ugly or

HOA Board of Directors' Roles

Presenter: Multiple Re-enactors

General discussion was held regarding CAI's requirements for EPOHOA to become a West Virginia CAI Chapter.

Website:

On-Line payment: Nance explained a Wordpress plugin “ MemberFindMe” database compatible with QuickBoioks that includes OnLine Payments, Member Directory, Website Integration, Event Calendar, Donations, Carts & Forms. Free up to 50 members, 150 members \$19.00/month. (<https://memberfind.me/pricing/#>) The Board agreed Nance could proceed with a cost inquiry from MemberFindMe to develop the database for EPOHOA. Currently EPOHOA's membership is recorded with Excel and financial records are kept in QuickBooks. The Board also discussed probable purchase of QuickBooks software.

Password Protected Areas:

Currently, Members' Directory is Board access only. Seminars & workshops is accessed by Members in good standing. Members have indicated they would like access to the Directory. The Board discussed developing a less inclusive member's directory so members could contact each other easily. After discussion and minimal preview of EPOHOA's website, Nance was directed to password protect Archives, HOA Governing Documents, and Court of Law pages.

Bob requested the Board to fully review the current website and provide recommendations for password protected pages during the next meeting. Bob suggested adding a statement on the FAQ page that would encourage people to attend EPOHOA workshops to learn more.

Old Business:

Confirm Board Meeting Schedule:

Richard moved to conduct BOD meetings on the first Monday each month, except the meeting in September will be held on September 12th. Motion was seconded and passed without objection.

Seminar fees: Tabled.

Send out Thank You Letters:

Bob agreed to write the letters to Tammy McWilliams and Matt Pennington concerning education sessions during June and July.

New Business:

2017 Membership Fees: Tabled.

Business Cards for Board: Bob provided his own generic EPOHOA business card and offered to send out his template to anyone on the Board who wants to print cards to hand out. No discussion. No motion.

Newsletter: Tabled.

Chamber Membership: Discussion of continuing membership in the Jefferson County and Berkeley County Chambers. Richard moved to not renew membership in the Jefferson County and Berkeley County Chambers. Phyllis seconded. Motion passed without objection.

Meeting adjourned at 8:00 p.m.

Phyllis Smock
EPOHOA Secretary