



**Board of Directors Business Meeting Minutes
November 21, 2016
340 Edmond Road, Suite E
Kearneysville WV 25430**

Board Members Present: Bob Ayers, President, Nance Briscoe, Vice President, Phyllis Smock, Secretary, RosaLee Riggins, Treasurer, Connie Suddueth, Member-at-Large

Bob called meeting to order to 1:00 pm

Approval of Minutes: Hearing no corrections or additions, minutes from November 14, 2016 are accepted as submitted.

Treasurer's Report:

RosaLee Riggins reported the following treasurer report for the period of October 10, 2016 through November 21, 2016:

Previous Balance	\$7,588.43
Deposit	\$ 375.00
Expenses:	
CAI Webinar-Beat Delinquencies	\$ 69.00
Bell Robinson D&O Insurance	\$ 623.00
Boost Mobile – WiFi Hotspot	<u>\$ 35.00</u>
Total Expenses	\$ 727.00
Checking Account Balance Nov. 21, 2016	\$7,236.43

Membership Report:

Nance presented a discussion of new members from surrounding areas including Frederick, Maryland and Virginia. Since there is nothing in the Bylaws that excludes members from joining EPOHOA outside the State of West Virginia, the Board agreed to accept members that wish to join from surrounding area.

Nance moved to include Committee Chairs in future Board of Directors meetings. Phyllis seconded the motion.

Discussion included that Standing Committee Chairs would be non-voting members when attending Board of Directors meetings and ad hoc Committee Chairs would attend on invitation as required.

Nance modified motion to include Standing Committee Chairs in future Board of Directors meetings as non-voting members and ad hoc Chairs as invited. RosaLee seconded the motion. Motion passed unanimously.

Potential new members are Desmond Flynn of Ridge View III, Frederick, Maryland, and Chris Goodman of DoddyCalls, Virginia.

New Business:

Website hacked:

Nance reported the EPOHOA website was hacked and phished on Nov 3, 2016. Nance paid Sitelock for cleaning the website which cost \$100 and included a six month charge at \$25. per month for six months. (total \$250).

She reported Keith Veler, an individual member of EPOHOA from Norborne-Glebe, who is an experienced IT person, helped her do research to move the website to another hosting service. Because of the scam through Hostgater, she proposed to move to another hosting service during the next six months. Nance and Keith researched Siteground.com which would be efficient and sufficient for EPOHOA. The cost is \$100 per year for Siteground.com which amounts to \$7.95 per month and includes a security plan.

RosaLee moved to reimburse Nance for payment to Sitelock Security in the amount of \$250 for cleaning the website. Connie Suddueth seconded motion. Motion passed unanimously.

Nance moved to appoint Keith Veler, an individual member of EPOHOA from Norborne-Glebe as Co-Webmaster.

Nance will put the protocol in the Dropbox regarding contacts, passwords, and web services. Keith understands, as do all Board members, there is no compensation for volunteer work on EPOHOA.

RosaLee seconded the motion. Motion passed unanimously.

RoseLee made a motion to move EPOHOA website from Hostgater to Siteground.com as quickly as possible. Connie seconded motion. Motion passed unanimously.

Old Business:

1, December meeting: The Board discussed whether or not to hold the scheduled meeting on December 17, 2016, and decided that Bob will send out a holiday letter to all members and it will be posted on the website in lieu of having the meeting.

2. Review process of reminder notices and invoicing format:

Discussion of reminder letters sent out by Nance. Bob requested Nance send the letter out to everyone to review.

Bob will prepare a cover letter to accompany invoices and give it to RosaLee by December 1 for January invoices. He will circulate his letter to all Board members for review. RosaLee will also include the calendar cards with the invoices.

3. Giving Advice from EPOHOA:

EPOHOA does not provide legal advice. *[reference EPOHOA Policy August 22, 2013 at: <http://epohoa.org/membership/policy/>]*

4. Fees for Seminars in 2017:

Bob said he would like to make a presentation at a Seminar on March 18, 2017. Bob will prepare the information and give it to Nance to prepare as a handout for the seminar.

Pre-registration is required for all Saturday Seminars.

There is no charge for members whether they pre-register or not. They will be given a packet of materials.

All non-members whether they pre-register or not will be asked for a nominal donation to cover the cost of the materials.

Bob suggested \$20 donation for non-members who pre-register and \$25 donation for non-members who register at the door.

Membership fees remain as published on the membership form.

5. Recorded Seminars? Tabled.

6. Mail handling process:

Connie Suddueth stated if mail is addressed to a business at a P.O. Box number, anyone

authorized to pick up the mail has the right to open the mail even if there is a person's name in the address.

RosaLee would prefer mail that has her name in the body of the address, not be opened but forwarded to her.

Board developed following guidelines: Nance picks up mail and will forward the mail to the name on the envelope if addressed to a specific person.

7. Quarterly Newsletters:

Bob plans to put out a Quarterly Newsletter. He will work with Nance on this project

Meeting adjourned at 3:00 pm

Minutes submitted by
Phyllis Smock
EPOHOA Secretary