

**CCINW Board Conference Call
January 10th 2009**

In attendance: Thea Sands, Matt O'Haleck, Bryan O'Haleck, Tony Wheelwright (non-voting), Mike Elias
Absent: Jamie Lovell

Meeting called to order at 10:07 by President Thea Sands.

Bylaw and Policy Changes

There was discussion and review of proposed bylaw changes to adjust the language of the bylaws to reflect the move to regional representatives as opposed to chapter presidents.

Motion made by Thea to vote to accept bylaw changes with discussed adjustments.
Motion seconded by Mike.
Motion carried unanimously

Changes as approved.

ARTICLE III

2. Number and Types. The number of Directors shall be a maximum of 12 and a minimum of 5. The Board will consist of the Executive Committee (see Article V-2), at-large position(s) and regional representatives to the Board. The Board positions held by vendor member or members not directly involved in operating a cleaning or restoration business shall not exceed 30% of the total number of directors.

Policies changes.

1.3 Regions (definition)

Regions shall be established by the Board of Directors in geographical areas as determined by the Board. Any group of six or more members may apply to the CCINW Board to be listed as an official CCINW region. The group must choose one person to be a Facilitator for meetings, and one person to be the Regional Representative, or both positions may be filled by the same person.

A regional group may work with other regions to meet the requirements outlined in (4.1) Local and Regional meetings.

3.6 Regional Representatives

A Regional Representative will lead the activities of that region, and will act as a liaison between the members in that region and the Board of Directors. A schedule of activities should be established on an annual basis, and details of scheduled meetings sent to the association office a minimum of thirty days prior to the meeting date. Reports of regional activities must be sent to the association office 30 days prior to any scheduled CCINW Board of Director's meeting.

A Regional Representative may also be selected as a Director of the association at the CCINW Board level. They must be able to fulfill the duties of Board

members per these policies. Regional Representatives may petition the Board to fill the positions of Regional Directors as needed. Candidates will be screened by the Executive Committee and presented to the entire Board for a majority approval. Regional members may vote to determine which approved member is chosen as their representative.

Regional Representatives that become CCINW Directors will agree to a two year term of service and may serve no more than two concurrent terms in that position.

3.6.1 Emphasis of Regional groups

Regional groups will have as their primary focus the conducting of educational meetings. Half-day or longer workshops, classes, or seminars will be conducted only under the approval and supervision of the Board of Directors.

3.6.2 Income from Regional Activities

Each active region is accountable for all in-region activities. The Regional Facilitator will be responsible for submitting a financial report and forwarding funds to the Association administrator's office for deposit. No fees other than those necessary to conduct specific events may be levied at the regional level. No due(s) in any form may be assessed for membership at the regional level. Locally generated monies, like association funds, are never to be used for personal benefit of any individual members. Requests to cover incidental expenses may be submitted for review at any time.

3.7 Regional Facilitators

It will be the responsibility of the Regional Facilitator to help coordinate, in cooperation with association management and the Director of Education, transportation, accommodations, facility organization, and other such hosting needs as required. The Regional Facilitator will also provide support during the course or seminar to account for money and register attendees.

The regional facilitator will be chosen in the same manner as the Regional Representative per section 3.6. The regional Facilitator and Representative positions may be held by the same person.

4.1. Local and Regional Meetings

Regional meetings are essential to the success of the Association. It is required that each Region conduct at least six (6) meetings annually.

In order to insure the quality and success of regional meetings, the Facilitator is encouraged to enlist the assistance of local members in developing the meeting schedule and topics, as well as allowing them to assist in running the meetings. Each meeting, seminar, class, or other activity should have a goal of being profitable.

5.2. Education Revenue

By law, the association must hold and manage all association funds. Each regional will have a sub-account to which a percentage of profit from regional events will be deposited for use by that region. The regional group may request funds to host events for their members if they have excess income from previous events. The CCINW administration office will coordinate all distribution of funds, deposits and invoicing/collection of registration fees and facility expenses.

Storage Unit

Bryan has done some work on the files in the storage unit. Matt will continue that work and get the unit cleaned out and items transferred to AMI for storage.

Telephone Lines

Bryan will have the phone and fax lines transferred to the AMI lines. This may cut down on the monthly cost.

Next Proposed Board Meeting

March 26th at JonDon