

**Carpet Cleaners Institute of the Northwest
Board of Directors Meeting**

Minutes

November 9, 2007
C. I. Shenanagin's
Tacoma, WA

Attendance: Matt O'Haleck, Thea Sand, Mike Elias, Bryan O'Haleck, Wayne Moody, and Sherman Guffy

Absent: John Watson, Gene Zuiches
Guests: Nate Gilly, Bill Griffin, Jamie Lovell

Annual Business Meeting

M O'Haleck called the meeting to order. Directors and guests introduced themselves. M O'Haleck thanked everyone for taking the time to attend the meeting. M O'Haleck commented on the success of the Connections convention and how CCINW has played a part in that success. The CCINW has also improved their financial forecast with the educational courses offered this past year. Another improvement was the production of a CCINW newsletter. The first issue has been produced and was well received. It is the plan to issue a newsletter quarterly in 2008. The CCINW has also added HRH insurance as an affinity program. Many of our members have already taken advantage of lower premiums due this affiliation. The CCINW also has an outside consultant who will help with publishing articles and the distribution of information in various forms.

Challenges for the association seem to be chapter leadership: holding consistent monthly meetings, and leadership in general.

Financials

M O'Haleck for Zuiches. Total assets \$70,000.00. Financially CCINW is steady. CCINW had several projects that increased expenses such as tradeshow booth, newsletter, website, however will be used in promoting the CCINW to it's members and the public. Member numbers have fluctuated, however CCINW is working toward a 20% increase in membership as a goal for the year 2008.

Elections

M O'Haleck went about the business of validating the election of:
Thea Sand as President-Elect – carried
Mike Elias as Connections representative – carried
Wayne Moody as Secretary – carried
Sherman Guffy as Education director/IICRC representative – carried.
Bryan O'Haleck was asked to serve as a Board Member at Large, and accepted.

Motion Mike Elias: Adjourn the annual business meeting.

2nd Bryan O'Haleck
Vote
Motion carried.

Board of Directors Meeting

M O'Haleck called the meeting to order.

Attendance: Matt O'Haleck, Thea Sand, Mike Elias, Bryan O'Haleck, Wayne Moody, and Sherman Guffy

Absent: John Watson, Gene Quiches
Guests: Nate Gilly, Bill Griffin, and Jamie Lovell

M O'Haleck asked the board to review the minutes from the September board of directors meeting.

Motion Bryan O'Haleck: Accept board of directors meeting minutes as recorded.

2nd Michael Elias
Vote
Motion carried.

Action Summary was completed. The financials were recorded during the business meeting preceding the board of directors meeting.

General business

It was decided to have a drawing for a GPS system for those businesses that renew before the 15th of December as an incentive. Last year's giveaway of a digital camera went over very well.

M O'Haleck addressed the challenges regarding monthly meetings. It was agreed that regular Chapter meetings were the most important programs of the association.

B O'Haleck asked for discussion about the idea of paying a facilitator to put on the chapter meetings. Directors felt the concept had merit, but discussion centered on how and what to pay. Would we come up with CCINW credits, or use cash? After discussion, it was decided that a portion of the meeting income would be given to the meeting planner, as some Chapters may decide to hire a professional rather than relying on a member. Elias explained the policy of 80% // 20% money split between chapters and CCINW, and to facilitate this the decision was made to have the main office hold the chapter accounts. What would get this program up and running? B O'Haleck agreed to formalize a system and send it to the other Directors for comment.

Artina Mitchell, proprietor of 'An Assistant 4 U' was introduced. Artina will be working on projects for the CCINW. These include coordinating articles, newsletter, publicity, and the web site. Moody asked if they should be sending her information for publication? Yes.

M O'Haleck will coordinate.

IICRC

Guffy outlined the discussion he had with Larry Cooper regarding Connections becoming a national association, or IICRC and Connections becoming one group, and would the regional groups disappear. Guffy said that Cooper felt that was an idea that was gaining traction with most of the regionals. Does the CCINW want a part in this national association? It depends on who will be running it, how long will it take to create, and the structure. M O'Haleck asked what is the CCINW's next step? Guffy suggested having the Connections President come and speak to the CCINW board and lay out their plan.

Connections

M O'Haleck will contact connections regarding the national association plan and see if it would be helpful to send someone to the Florida Connections meeting.

Education

Guffy suggested on having Bill Griffin teach a stone class and marketing class open to the industry but with a CCINW members discount. Guffy will explore the arrangement with Bill Griffin and report back.

It was suggested that a questionnaire be sent to the board members to fill out and then sent back to Artina to compile and have available for the creation of articles. Artina was asked to create a schedule calendar of publication submissions for the 2008-year.

Thea Sand has CCINW memorabilia that could be spot lighted in articles as well. Sand will coordinate.

Chapter business

No active presidents at this time or at this meeting! Do we change the association structure or leave as is? It was determined that we should keep structure as is, while helping Chapter members put on meetings. Meetings should help grow membership, and this will help locate future leaders.

New business

The treasurer position, keep the current officer or replace? Zuiches is willing to continue in the position, but changes in work schedule have kept him from performing the duties of the office. Leave in place at this time.

The board-meeting schedule and what was required by the bylaws was discussed. Four meetings are required annually, plus an executive Board meeting. Two of the general meetings must be face to face.

It was decided that in 2008:

January would be phone conference-call meeting

April (1st week) would be face-to-face in Portland.

July - phone conference-call

September - all day board face-to-face meeting at Connections Las Vegas.

November - a face-to-face executive board meeting.

Motion Mike Elias:

Change the P & P to: mandatory attendance at all board meetings with reimbursement to be pro-rated by the number of meetings attended during the year.

2nd Thea Sand

Vote

Motion carried

Motion Sherman Guffys:

Adjourn meeting

2nd Thea Sand

Vote

Carried