

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

**Minutes/Notes**

December 2, 2008

The Edgewater Hotel, Seattle WA

Attendance: Thea Sand, Matt O'Haleck, Mike Elias, Sherman Guffy, Bryan O'Haleck, Jamie Lovelle, Ben Kelly, Tony Wheelwright, Laura Dougherty and Lianna Collinge

President Thea Sand called the meeting to order.

**Discussion with new Management Team**

Lianna Collinge and Laura Dougherty of Association Management, Inc. gave an overview of Association Management, Inc. General discussion was held regarding the transition and items in the works or already completed. Topics covered:

1. Website – new site is completed and up and running.
2. Marketing/Promotion – a brochure will be developed to promote CCINW, email broadcasts will be utilized to communicate with our members as well as some print correspondence.
3. Strategic Planning Session – It was suggested that the Board hold a Planning Session to lay out the direction for the future, including structure, education, and benefits
4. Chapter Finances – AMI suggested that to protect the Board and the Association at large, it would be important to consolidate all chapter bank accounts into the CCINW account.
5. Structure – The possibility of changing the structure of CCINW was discussed and then put aside for later discussion

**Chapter Leadership and Development**

Bryan O'Haleck will act as the treasurer.

**Financials**

There was a review of Financial Statements during which some clarifications were made regarding line items. Based on conversation earlier in the meeting a motion was made regarding Chapter accounts.

**Motion by Sherman Guffy:**

To inform chapter offices of the recommendations made by AMI to include centralization of our bank accounts and to close all Chapter bank accounts and transfer those monies to the CCINW account.

2<sup>nd</sup> Mike Elias, Motion Carried

Jane will contact the Chapter leaders to carry out this item.

**Education**

Discussion was held around the role of education within the CCINW.

Motion made by Sherman Guffy to develop a platform for education.

Motion seconded and carried.

Committee will be made up of Mike Elias, Sherman Guffy and Tony Wheelwright offered to formulate a plan for education for CCINW, including structure and program content.

### **IICRC Report - Sherman Guffy**

A motion was made at the meeting to remove the voting rights of the “at-large” directors of IICRC, leaving only the shareholders with voting rights. The motion was voided at the time, but there is a high likelihood that the issue will come up at the upcoming meeting. After much discussion regarding the pros and cons, it was determined that CCINW is in support of removing the voting rights of the “at-large” directors. Sherman will take the input of the Board to the next meeting.

There have been many big changes on the IICRC leadership team. After 3 votes originally electing the proposed slate of officers, the vote was voided as a 2/3 majority was not achieved. The revote elected an entirely new group.

CCINW needs to look at finding a new representative for IICRC. Sherman has served for many years and is willing to continue but would be interested in passing the position on to someone new.

### **Connections Report – Mike Elias**

Connections Las Vegas saw an increase of \$5800 this year. However, Florida lost money. We are still waiting to hear the final figures.

In order to participate in the revenue sharing of Connections, it is required that we have 20 to 25 members and that at least 6 members attend either event. We must market both events.

Save the Date! Connections 2009  
May 14 – 16 Hilton, Clearwater Florida  
September 9 – 11 Hilton, Las Vegas

### **Action Items**

1. Contact Chapter leaders to consolidate all CCINW monies into the one account. – Jane O’Haleck
2. Development of Education topics and structure – Sherman Guffy, Tony Wheelwright, and Mike Elias