KWWOA State Board Meeting Minutes  
July 25, 2013

The meeting was called to order by Chair Shaun Youravich at 10:56 a.m., EST. at Corbin Utilities Commission in Corbin, KY.

Those in attendance included:
Shaun Youravich, Chair
Ed Fortner, Vice Chair (absent)
Tonya Anderson, Treasurer
Lori Simpson, Secretary
Lisa Detherage, Member Services Director
Tim Goble, Eastern Chapter (absent)
Susan Knuckles, Eastern Chapter (absent)
David Dodd, Eastern Chapter Vice Chair, proxy
Kevin Shaw, Central Chapter
Robin Strader, Central Chapter (absent)
Brian Bourne, North Central Chapter
Stewart North, North Central Chapter
Chris Spriggs, Western Chapter
Alan Todd, Western Chapter

Shaun introduced and welcomed Tonya Anderson as the new KWWOA State Board Treasurer. Welcome Tonya!

Old Minutes:

- Secretary Lori Simpson distributed and reviewed the meeting minutes from the May 2013 meeting. The additional comments from Lisa and Robin were included.

  *Motion was made by David Dodd to approve the May 2013 meeting minutes, second by Chris Spriggs. All in favor, motion carried.*

Treasurer’s Report:

- Laurie Berry absent from meeting, she is working with Tonya to transition her into the position. Shaun expects this to be finished soon. Tonya has been given a check to open a new account and will do so sometime next week. Laurie continues to work on taxes and has received our tax exempt information.
WTI Program:
- There is still $4477.00 left over from the grant. Lisa summarized all the information and it has been given to Shaun for his review, once this complete it will be sent to Jana.
- Tim, Don, and Robin still need to be paid by WTI for training material review.

Scanning Status:
- Julie has started scanning in training documents thru 2012. Lisa will ask her to work on historical documents 1987 - 2000 next.

Scholarship status:
- There were two applicants who applied for the WTI Scholarship that are members of KWWOA. Shaun has requested additional information about this from Laurie, once he has this information it will be distributed and voted on via email. Laurie has recommended applicant #2.

KWWOA Branding:
- Lisa distributed the draft of membership and associate membership brochures. Please review and get comments back to Lisa ASAP.

By-Law questions:
- It has been determined we do not need to file our by-law changes/updates with the Secretary of State.

Website:
- Met with LWG on June 7 regarding our options with the Pay Pal fix. It was determined by the Board to proceed with Pay Pal Pro.

USDA RD grant:
- Will discuss at the September meeting, please review information on the website.

Budget:
- A finance committee has been created to develop a budget for KWWOA. Members include: Tonya Anderson, Ed Fortner, Darran Rankin, and each member chapter treasurer.

Allocation of Dues:
- Please go back to your chapters and discuss changing the reallocation of dues to the board. The proposal was $10 to the Chapters and $20 to the state board. This will be voted on at the September board meeting. The current allocation is $20 to chapter and $10 to state board.)
Advertising - Kentucky League of Cities:

Motion was made by Chris Spriggs to authorize Lisa to have the graphics designer develop a full page full color advertisement in the Kentucky League of Cities publication. The cost will be split between the four chapters, second by Stewart North. All in favor, motion carried.

Committees:
- Technical: Alan, Chris, Lisa
- SOPs: Lori, Jimmy
- Conference: Kevin, Susan, Darran, Chris, Brian, Lisa
- Finance: Tonya, Ed, Darran, all chapter treasurer’s
- Award: Vice Chairs

Conference Committee:
- Meeting scheduled with the Big Sponsors on September 24.
- It has been confirmed there will be a NCAA tournament game played on Monday night.

Bylaws/SOP’s:
- Lisa will contact the printer regarding costs for the newsletter, color vs black and white prints. We will discuss the Newsletter SOP at the September board meeting.
- Member Service Director and Treasurer SOP’s need to be developed. Shaun asked that everyone bring back an SOP for their position.

Motion was made by Chris Spriggs to approve the Travel Reimbursement SOP, second by Brian Bourne. All in favor, motion carried.

Motion was made by David Dodd to approve the Awards Nomination and Selection Procedure SOP, second by Brian Bourne. All in favor, motion carried.

Motion was made by Brian Bourne to approve the Membership SOP, second by Chris Spriggs. All in favor, motion carried.

Motion was made by Chris Spriggs for the Board to go in to Executive Session, second by David Dodd. All in favor, motion carried.

Motion was made by Kevin Shaw for the Board to exit Executive Session, second by Brian Bourne. All in favor, motion carried.
Motion was made by Stewart North to increase the Member Service Position salary to $30,000 annually effective August 1, 2013 and contingent upon contract renewal an annual salary increase determined by the CPI will be given in April of each year, second David Dodd. All in favor, motion carried.

Motion to adjourn at 2:30 pm EST made by Chris Spriggs, second by Brian Bourne. All in favor, motion carried.

NEXT MEETING: September 19th, Barren River State Resort Park