

NEDIAI Board Meeting Minutes January 13, 2009

- Present:
 - Tim Burt
 - Alicia Wilcox
 - Dave Hines
 - Lisa Corson
 - Emily Rice
 - Jason Covey
 - Paul Souza
 - Von Labare
 - Bill Appel
 - Phil Nichols

- Tim Burt transferred the office of president to Alicia Wilcox

- Secretary's report (Lisa Corson)
 - Minutes from the business meeting are not completed yet. They will be sent to the board members via email
 - Applications for membership:
 - John Sonia
 - Fred Lulka
 - Motion by Tim Burt to approve both of these applications for active membership
 - Second by Emily Rice
 - Vote: all in favor, none opposed

- Treasurer's Report (Emily Rice)
 - See attached
 - Emily is looking into purchasing Quicken or something similar to use for bookkeeping. She and Lisa Corson will also get pricing on a new laptop and printer
 - Emily would like the board's approval to consult with an accountant on this years taxes etc. since we have our 501c3 status reinstated and she wants to be sure we are doing everything correctly
 - Motion by Lisa Corson to allow Emily to hire an accountant to help her this year
 - Second by Emily Rice

- Vote: all in favor, none opposed
- Phil Nichols will give Emily the name of an accountant he has used for his business. He also suggested contacting HP directly to see if they would donate a laptop and/or printer
- Motion by Tim Burt to accept the treasurer's report
- Second by Von Labare
- Vote: all in favor, none opposed
- Website Report (Jason Covey)
 - Website has been updated with latest conference photos
 - Lisa Corson will send an updated list of board members to Jason to post on the site.
- Committee Reports
 - Training Committee (Dave Hines)
 - The training with the Dmort team that he is trying to put together for May is getting much bigger than anticipated and probably couldn't be ready by May
 - Discussion ensued
 - Decided that Dave will speak to his Dmort contact and see if they can give a simplified training that provides a general overview of who and what they are. Dave will get dates that they are available and then a venue will be chosen
 - Discussion on setting up a video training library and web based training also occurred
 - Tim Burt will look in to the "moodle" which PS&T uses for their on-line training and also get information on their satellite training abilities and if we could have access to that.
 - Bill Appel will look into Adobe Web Pro
 - Alicia will look into Go To Meetings and Windows Net Meeting and pick one that we will start using for our board meetings
 - By Laws (Jason Covey)
 - Nothing to report
 - Waiting for Ken Martin to get clarification from the IAI on by-laws v constitution
- 2009 Committee appointments (Alicia Wilcox)
 - Training Committee
 - Dave Hines – chair

- Members: Emily Rice, Tim Burt, Bill Appel, and Dave Zarko
 - By Laws
 - Jason Covey – chair
 - Members: Lisa Corson, Paul Souza and Tim Burt
 - AFIS
 - Deb Rebeiro – chair
 - Certification
 - Mark Zabinski – chair
 - Members: Alicia Wilcox, Ken Martin, Dave Hines
 - Audit and Finance
 - Ed Downing – chair
 - Members: Paul Souza
 - Law and Legislation
 - Paul Souza – chair
 - Members: Cindy Homer
 - IAI Host Planning Committee (new committee form by Alicia)
 - Paul Souza – chair
 - Members: Ken Martin, Lisa Corson, Amy Duhaime, Phil Nichols and John Grassel
- 2008 Conference (Tim Burt)
 - He will submit the hilights from the conference to be published in the next journal
 - The total cost to put on the conference was approximately \$28,000
 - We made about \$3000.00 on the conference!!!
- New Business
 - Paul Souza suggested the Tim Burt write up a time line on things that the new president will need to do for the next year's conference
- 2009 Conference
 - Alicia believes that we may not be granted tax exempt status in the state of Maine. Lisa Corson will look into this further since she is familiar with the process in NH

- There are two rooms that we will be using for vendor space and they should accommodate about the same number of vendors as we had this year.
- The next meeting will be a conference call, with the date to be announced, probably the end of February

Meeting Adjourned