

# DAMA International

## Board of Directors Meeting Minutes



**DAMA International**  
364 E. Main St # 157  
Middletown, DE 19709

### DAMA International Board of Directors Meeting

**Call to Order** on 8 June 2018 at 6:00 pm EDT

**Roll Call:** Quorum present

### Attendees:

#### Board Members (voting):

- Peter Aiken, President (PA)
- Susan Earley, VP Finance (SE)
- Loretta Mahon Smith, VP Operations (LMS)
- Stacey Haurin, Presidents' Council Chair (SH)

#### Board Members (non-voting):

- Sue Geuens, Past President (SG)

#### Admin/Staff:

- Jo-Ann Sheldon, Administrative Support (JS)
- Nelson Goucher, Treasurer (NG)

#### Board of Advisors:

- Karen Lopez (KL)
- John Zachman (JZ)

#### CDMP Fellows:

- Chris Bradley (CB)
- Cathy Nolan (CN)
- Deborah Henderson (DH)

### 1. Approval of 1 June 2018 meeting minutes (attached)

**Motion:** LMS

**Second:** PA

**Roll Call Vote:** LMS: Y                      SE: Y                      SH: Absent                      PA: Y    **Passed**

### 2. Review Agenda for additions/changes/deletions

### 3. Actions needed:

1. Motion to approve expense for O365 upgrade to enable document retention and other functions, adding \$3 per month x 27 licensed accounts = \$81 per month additional.

**Motion:** SE

**Second:** PA

**Roll Call Vote:** LMS: Y                      SE: Y                      SH: Absent                      PA: Y    **Passed**



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2. Motion to approve expected and ordinary expenses be paid by Treasurer for month of June 2018.

**Motion: LMS**

**Second: SE**

**Discussion:** Desirable due to current lack of an approved budget.

**Roll Call Vote:** LMS: Y      SE: Y      SH: Absent      PA: Y      **Passed**

3. Motion to cancel Diner's Club card issued to Missy Wittmann as she is no longer authorized to make charges.

**Motion: PA**

**Second: LMS**

**Discussion:** Close Missy's card, discuss with Sue the need for her to have a card.

**Roll Call Vote:** LMS: Y      SE: Y      SH: Absent      PA: Y      **Passed**

4. Motion that because of 1 week delay in implementation of nomination process due to transition issues, to extend Nomination period close to June 22 and voting period to close on July 7, in order to not shorten the nomination period.

Motion to be addressed at next meeting.

5. Motion to put approved Board meeting minutes from DAMA International Board of Directors meetings on dama.org website starting with June 1 2018 meeting.

**Motion: SE**

**Second: LMS**

**Roll Call Vote:** LMS: Y      SE: Y      SH: Absent      PA: Y      **Passed**

## 4. Reports:

1. Administrator (Jo-Ann)

No report delivered

2. Treasurer (Nelson)

1. Current financial position YTD to 30 April 2018 (link to report on SharePoint)

- Revenue      \$174,339.51
- Expenses      \$140,649.67
- Net Revenue      \$33,689.84

2. Current accounts as of 7 June 2018

1. Bank of America accounts

1. Primary Checking: \$54,191.88

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2. Wire Transfer Account: \$25,799.27 (will sweep \$20K to BofA Primary Checking this weekend)
3. Savings/Money Market: \$311,523.75
  1. Mike2.0 Trust: \$22,586.88
  2. Dormant Chapter Trusts: \$7409.96
  3. DAMA Foundation payable: \$10,636.95
  4. Unallocated: \$270,148.89
2. PayPal account
  1. Balance: \$2,291.10
  2. Transferred \$15K to BofA Primary yesterday.
3. Diner's Club account
  1. \$3,031.91 credit – San Diego Hotel charged up front for all rooms, and refunded >\$5K due to unused rooms for leaving early
  2. If not used, will be sent back to BofA Primary Checking
3. Current obligations/recurring expenses
  1. Devhaus, Atlassian, Nelson, QBO, CiviMail, ProctorU, Nexcess
4. Budget status
  1. No approved budget in place at this time
  2. Working on calendar year budget for 2018
5. QBO Master Admin status
  1. Moved to finance@dama.org
  2. Added Nelson as a separate ID to QBO for audit purposes
6. IRS 990 filing status
  1. Extension filed until November to complete extra information due to changing requirement to file regular 990 instead of 990EZ.
3. Chapters
  1. Updated chapter list has been posted to website
4. Operations (Loretta)
  1. Majority of accounts have been transitioned
  2. Twitter account password is unknown
  3. LMS will be talking with Jo-Ann on Monday

Nelson left at 6:57pm EDT

## 5. Old Business

1. Transition status
  1. Credential transition status
    1. Member email distribution list
  2. Document access status
  3. Physical inventory transition status (computers, files, etc.) from Lisa, etc.
  4. Data and System Architecture documentation
  5. Vendors: Create account list (including those not in lastpass)

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6. dama.org status: Notice was put up for new Board installation and About Us page updated
  7. Creation of new ids on dama.org for Karen and operations topics
  8. Reassignment of president@dama.org ID to Peter and pastpresident@dama.org to Sue
  9. New helpscout categories to track multiple inquiries
2. Election status
    1. Surveymonkey portal to receive nominations created and enabled
    2. Call for input from Presidents on extending election schedule to be put out on Surveymonkey and responses are due by Monday 11 June 2018 23:59 UTC.
    3. Call for nominations updated from feedback to be sent out/put on dama.org shortly thereafter

## 6. New Business

None

**Motion to Adjourn:** LMS moves to adjourn. Meeting adjourned at 7:13pm EDT.