**CFMA Chicago Board Meeting  
February 20, 2019 | 9:30 am  
Maggiano’s Little Italy – Oak Brook**

**Minutes**

Present: Tammy Kilty, Alex Warner, Shawn Erickson, Mike Pohl, Mary Davolt, Tracey Fenolio, Jen Haub, Bill Reidinger, Amy Holmes, Lori Swisher, Dave Sauerman, Courtney Harnett, John Metz, Jason Vanden Bosch, Deb Hypke.

The November 2018 board minutes were presented for approval. Bill made a motion to approve as presented. Alex seconded. Motion passed.

**Treasurer Report**

Jason presented the current balance sheet and financial statements. He pointed out that account balances trend lower towards the end of the fiscal year and that this year’s balances are on trend. Following some discussion around sponsorship inquiries and renewals, a suggestion was made to promote the Gold Sponsor opportunity in the newsletter in November.

Jason noted that $15,000 will be transferred from the 2018 Golf Outing balance, along with carry-over from previous year, to the Intern Committee budget. Tammy shared an update on her CFM Academy discussion with HQ. The cost will be $175 per student and includes a student membership in CFMA. Following discussion, the recommendation is to have the student take the course on their own. The course is an online, self-directed, 8-hour program. The board agreed that completion of the CFM Academy with Certificate is a requirement of the intern; and will be done at the discretion of the Company/Employer and intern’s schedule. Deadline for completion will be determined by the Intern Committee. Tammy will follow-up with the Intern Committee.

Jason reported that receivables are down to two outstanding invoices.

Jason discussed budget allocation of sponsorship income and suggested a review of how money is allocated across all budget classes and committees. Bill suggested consideration be given to increasing the allocation to the Programming Committee to elevate the options for speakers and venues. Deb reminded the board that attendance benefits are given to sponsors at the golf outing and Build Chicago, therefore allocations impact how those event budgets absorb the cost of the sponsor benefits. Board members are encouraged to submit suggestions to Jason regarding allocation.

Budget status – Jason is working with committee chairs to complete the budget for 2019-2020.

**Committee Reports**

**Build Chicago** – Committee is beginning to make calls for sponsors and ad sales.

Event is booked at the Standard Club.

**Rebuild Chicago** – Dave attended the first captains meeting on the house to review the list of tasks. He shared that repairs appear to be modest this year. Volunteer solicitation will begin soon.

**Programming** – Bill shared that we are still in need of a speaker for the April program. The topic is Leadership. He is in communication with a speaker and should have wrapped-up soon.

**New Business**Membership Renewal Drawing – Tammy reminded board about the drawing and deadline.

* 1. Board Slate 2018-2019 – Tammy reminded the board that Courtney’s term will be over in March. Joel Dziedzic is being approached to serve on the board.
  2. Benchmarking – John reviewed the chapter’s benchmarking history and point system. He noted the following areas for potential improvement: a) average attendance at meetings/programs, b) focus on increasing membership,   
     c) involvement at HQ, d) opportunities to promote CFMA through other organizations/trade shows, e) CCIFP membership. Shawn and Jen will draft a plan to promote CCIFP in the coming year.
  3. Chapter Showcase – The 2018 submission is the 10th Anniversary of Build Chicago – John Metz will submit on behalf of the chapter. Deb will send John photos from the event.

**Old Business**

Star Chapter vs. Club Express - Deb will provide an overview of benefits/options at the next board meeting.

Bylaws – Suggested updates were approved, with the note not to include the political statement.

Tammy expressed her gratitude to Courtney for her service and leadership on the board. She noted that Courtney will continue to work on the Programming committee and Build Chicago committee.

**Adjournment –** Mary motioned to adjourn the meeting. Meeting adjourned at 11:03 am.