



## **NCR BOARD'S TELECONFERENCE**

**BUILDING KNOWLEDGE/IMPROVING PROJECT DELIVERY**

### **Minutes for Meeting**

**Wednesday, 6 August, 2014 @ 8:30 a.m.**

**Facilitator: J W Mollohan, NCR President**

**Note Taker: David O'Bryan, NCR Secretary**

**Attendees: Region Officers, Chapter Presidents, Chapter Region Directors, RDC's, Institute Director**

#### **Agenda:**

- 1. Introduction: J W Mollohan**
- 2. Roll Call: David O'Bryan**
  - a. Region Officers: J W Mollohan, David O'Bryan, Mike Coan, Joel Meyer**
  - b. Chapter Directors (16 of 20 present representing a quorum)**
    - i. Present: Red River Valley-Kermit Duncan, Minneapolis/St Paul-Craig Hess, Wausau-Candy Zirngible, Milwaukee-Lynn Javoroski, Madison-Ross Mori, Nebraska-Larry Reimnitz, , Mid Kansas-Keith Showell, Kansas City-Andrea Zawodny, Crandic-Paul Nichols, Central Iowa-Vic Wieland, Greater St Louis-David O'Bryan, Southwest MO-Jeff Jones, Northern Illinois-Dewain Peterson, Chicago-Randy Chapple, Twin Ports-Erick Filby, Fox River Valley-David Atkins.**
    - ii. Absent: , , Central MO, Illowa, , Central Illinois, Flint Hills**
    - iii. Note to Region that LaCrosse Chapter surrendered its charter several years ago and has been dropped from roster.**
  - c. Region Directors:**
    - i. Present: Gerard Capell, Randy Chapple, Kermit Duncan**
    - ii. Absent: Steve Conrath and Kim Diehls**
  - d. Committee Chairs:**
    - i. Present: Communications-Peter Dinschel and Jason Schaum, Certification-Andrea Zawodny, Nominating Task Group-Sheldon Wolfe**
    - ii. Absent: Awards-Steve Gantner, Programs/Education-David Dixon, Academic Liasion-Vacant.**
- 3. Treasury Report: Overview by Joel Meyer**
  - a. Year End Report came in with total assets of \$46,387 vs \$35,124 at end of 2013. We grew assets by \$11,000 which is attributed to the fact that President Elect**



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**Trainees were less than budgeted and expenses for travel for RDC's were less than budgeted due to company reimbursements of product reps in those positions.**

- b. Joel Meyer is creating a Finance Committee to find ways to best invest funds.**
- c. Board is looking into expanding spend for Regional Conference in Chicago to get more chapter committee members there for training and participation.**
- d. Financial Reports dated 7/31/14 are posted on NCR Website for review.**

#### **4. Presidential Comments: J W Mollohan**

- a. Revisions to By Laws: Sent to Institute for approval after vote on July 23<sup>rd</sup>, 2014 for Institute to review. When received back approved from Institute Secretary, the changes themselves will not be approved until those comments are sent to each Board member, and at least 14 days later, a 2/3 affirmative vote by the Board members is cast approving the bylaw amendments and adoption.**
- b. Succession Changes: Discussion on the changes of Succession Plan from the Task Team was revisited. This changes the position from a two year Vice President position that does not create a stream lined change to President to a one year President Elect position that if elected will become next President without further vote. Each year a new President Elect will be voted in and will automatically become President for one year term the following year.**
  - i. These changes were voted on and passed unanimously at the Wichita NCR Conference Meeting on May 2<sup>nd</sup>, 2014. They were added to By Laws Revisions sent to Institute for approval.**
- c. Voting/Balloting Changes: Discussion to change balloting and voting for the Executive Officers of the Region from the Board to the whole membership. The ballot would go out with the National Ballot and would be tallied.**
  - i. Andrea Zawodny (Kansas City) brought to group the concept that an all member vote could favor larger chapters and sway the original method voting of one vote per chapter to equally represent all chapters regardless of size. Fred Burr (No. IL.) concurred.**
  - ii. After more discussion, the proposal was tabled and called a no vote. The By Laws were not changed and we will continue to ballot and vote through the board. Chapter members are encouraged to contact and**



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discuss voting items with their Region Director, who is their voice on the Region Board.

- d. **Chapter Checklists and End of Year Reports:** JW discussed the need for completing and getting back in ASAP. This information is to assist chapters in reviewing where they stand and also trades info across chapters for better flow of ideas.
- e. **Committee Service Opportunities:** JW discussed the importance of members being involved. We are always accepting volunteers that want to assist and help better the region. Please reach out!!

#### **5. NCR Conference Schedule:**

- a. **Chicago/Northern Illinois/Great Lakes Bi Region-May 7-9<sup>th</sup>, 2015**
- b. **Madison-2016 or 2017(TBD)**
- c. **Central Iowa-2016 or 2017(TBD)**
- d. **Twin Poprts-2018**
- e. **Greater St Louis-2019**
- f. **Bi-Region with South Central-2020**

#### **6. Institute Update: J W Mollohan**

- a. **National CSI Construct Convention- September 9<sup>th</sup>-12<sup>th</sup> Baltimore, MD**
- b. **NCR Caucus-Thursday, September 11<sup>th</sup> @5:45pm (Room 307 Baltimore Convention Center/**Sponsored by Dow Corning**)**
- c. **CSI Night Out-Thursday, September 11<sup>th</sup> after caucus. \$35 per person. TBD.**
- d. **NCR Group Dinner (Individual Expense)-Wednesday, September 10<sup>th</sup> @7pm. Location TBD.**

#### **7. Next Meeting:**

- a. **Region's Leaders' Teleconference-Wednesday, September 3<sup>rd</sup> @ 8:30AM Central**
- b. **Agenda and financials to follow**

North Central Region of CSI  
**Balance Sheet**  
As of July 31, 2014

	<u>Jul 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · US Bank	33,980.56
1100 · Bank Savings	
1100-03 · CD-0312	5,533.13
1100-06 · Money Market	6,549.52
<b>Total 1100 · Bank Savings</b>	<u>12,082.65</u>
<b>Total Checking/Savings</b>	<u>46,063.21</u>
<b>Total Current Assets</b>	<u>46,063.21</u>
<b>TOTAL ASSETS</b>	<b><u><u>46,063.21</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-1,294.47
<b>Total Accounts Payable</b>	<u>-1,294.47</u>
<b>Total Current Liabilities</b>	<u>-1,294.47</u>
<b>Total Liabilities</b>	-1,294.47
<b>Equity</b>	
3000 · Opening Balance Equity	28,767.77
32000 · Unrestricted Net Assets	18,914.64
Net Income	-324.73
<b>Total Equity</b>	<u>47,357.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>46,063.21</u></u></b>

## NORTH CENTRAL REGION BUDGET

Category	Item	Budget YTD	Actual YTD	Budgeted FY 15	Notes
<b><u>INCOME</u></b>					
100	Member Dues (from RAP &/or Assessment)	1,750.00	1,545.00	21,000.00	We expect a little more. Just hedging a bit. Grow Membership!
102	Bank Income	1.25	0.27	-	Perhaps after asset reallocation we can expect a bit in future years
103	NCR Conference Income	-	-	-	
104	Other Income	-	-	-	
	<b>Total Income</b>	<b>\$ 1,751.25</b>	<b>\$ 1,545.27</b>	<b>\$ 21,000.00</b>	
<b><u>EXPENSES</u></b>					
200	<b>Institute Convention / CONSTRUCT</b>	41.67	-	500.00	Ran over due to second event at Convention. Just a caucus this year
	<b>Sub-Total</b>	<b>\$ 41.67</b>	<b>\$ -</b>	<b>\$ 500.00</b>	
300	<b>NCR Conference</b>				
301	Expenses	-	-	-	
302	Advance to Host Chapter	-	-	-	
303	Speaker's Fees / Travel	-	-	-	
304	Presidents-Elect Training	791.67	-	9,500.00	Fewer Chapters / some won't show up
305	Annual Business Meeting	316.67	-	3,800.00	Fewer Chapters / some won't show up
	<b>Sub-Total for NCRC</b>	<b>\$ 1,108.33</b>	<b>\$ -</b>	<b>\$ 13,300.00</b>	
306	President's Expenses	-	-	-	T & E including for NCRC
307	Vice-President's Expenses	41.67	-	500.00	T & E including for NCRC
308	Past President's Expenses	-	-	-	
309	Secretary's Expenses	-	-	-	T & E including for NCRC
310	Treasurer's Expenses	25.00	-	300.00	T & E including for NCRC
311	Breakout Sessions	-	-	-	Potentially for breakout sessions at NCRC not paid by host Chapter
312	Miscellaneous	-	-	-	Miscellaneous
315	Region District Coordinators' Expenses	166.67	-	2,000.00	T & E including for NCRC
	<b>Sub-Total T &amp; E</b>	<b>\$ 233.33</b>	<b>\$ -</b>	<b>\$ 2,800.00</b>	

400	<b>Administrative Expenses</b>												
401	Incorporation & Accounting Fees	83.33	325.00	1,000.00	Professional Audit? Or independent Finance Committee?								
403	Postage	4.17	-	50.00	Stamps / parcels								
404	Teleconferences	62.50	-	750.00	General, ExComm, RDC, & Board Meeting via teleconference								
406	Other Expenses	20.83	-	250.00	Miscellaneous								
	<b>Sub-Total Administrative</b>	<b>\$ 170.83</b>	<b>\$ 325.00</b>	<b>\$ 2,050.00</b>									
500	<b>Committee Expenses</b>												
501	Awards	83.33	-	1,000.00	Really want to beef this up and make significant awards!								
502	Certification	20.83	-	250.00	T & E for Committee Chair								
503	Programs / Education	20.83	-	250.00	T & E for Committee Chair								
506	Membership	20.83	-	250.00	T & E for Committee Chair								
511	Communications / Website	41.67	-	500.00	Includes Constant Contact costs								
	<b>Sub-Total Committees</b>	<b>\$ 187.50</b>	<b>\$ -</b>	<b>\$ 2,250.00</b>									
	<b>Total Expenses</b>	<b>1,741.67</b>	<b>325.00</b>	<b>20,900.00</b>									
<b>NET</b>	<b>Net Income Less Expenses</b>	<b>\$ 9.58</b>	<b>\$ 1,220.27</b>	<b>\$ 100.00</b>									
<b>Category</b>	<b>Item</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Proposed FY 15</b>	<b>Notes</b>								