

KTOA BOD MEETING MINUTES

Thurs Dec 17, 2015

Call to order: Paul Showstead 1110 PST

Directors Present:

Lane Durgin	Paul Showstead
Susan Eisenberger	Don Swatman
Bill Feld	Ed Norcutt

Directors Absent: Alex Sekella

Management Present: Matt Tarasenko
Kayc Reed

1. Approval of Previous Meeting Minutes

- A. Minutes from BOD meeting Oct 17, 2015: Suggested change to add “Proposed” to dates pertaining to website launch. Bill will change and approved minutes will be added to website (management).

Motion: To accept Minutes with change as noted

Moved: Lane Durgin

Second: Susan Eisenberger

Carried

2. KTOA Financials

All in good order

Modest profit to finish

Receivables coming in ahead of historical figures

Many “For Sale” postings have sold in competitive market

Motion: To approve Financials as presented

Moved: Susan Eisenberger

Second: Bill Feld

Carried

3. Management Report

- A. Small items being replaced as needed
Toasters/Appliances
Parts for safes ordered for stock
- B. Website Progressing Well
Fairly Close to Completion
Request to keep board informed regarding MZ communications

4. Old Business

- A. Completion Date for Website set for 20 Jan, 2016 (Wed to avoid peak use)
Testing/Beta Phase Jan 20 – Mar 1
Hard Go-Live date set for 2 Mar, 2016 (assuming all goes as planned)
Motion: To approve plan for Website testing and roll-out
Moved: Lane Durgin
Second: Don Swatman
Carried
- B. PMI Contract 2016 Revision
Motion: To approve as presented
Moved: Susan Eisenberger
Second: Lane Durgin
Carried
- C. Change to Collection Policy (para 3)
Penalties for Late Payment approved by KTOA Attorney
Motion: To approve as presented
Moved: Lane Durgin
Second: Don Swatman
Carried

5. New Business

- A. Strategic Plan Document
Please send comments/suggestions to Bill & work to condense
Discussion to continue as work in progress
Emphasize connection with KA
- B. Board Self-Assessment Tool
Revise from Educational use and customize for KTOA

6. Director's Comments:

Christmas Wishes/Holiday Greetings to All

7. Miscellaneous: Next meeting Thurs March 10, 2016

8. Adjournment:

Motion: To adjourn meeting at 1215 CST

Moved: Lane Durgin

Seconded: Susan Eisenberger

Carried