



# PDX PAH Board Meeting Minutes

10.20.2018

Call to order time: 1:47PM

## In attendance

Board of Directors:

Ryan Baehr, Klayton Baehr, Edward Kelly, James Thoma, Mari Orr, Cameron Carver

Absent: Jason Baughman, Scott Luther, Russ Shea

Guest: Alex, Kit, Seanathan.

## Approval of Meeting Minutes

\_\_\_\_\_ Changes: None

\*Motion to Accept: James

Second: Ryan

Approve: Cam, Pounder, Loki, James, Ryan

Decline: None

Abstain: Stormy

## Reports

- Treasurer's Report:
  - a. Tabled for this month
  - b. Unofficially
    - i. \$615 in cash
    - ii. \$70.56 in Payroll
  
- Membership Update:
  - 103 Total Registered
  - 71 Active Member
  - 17 Due for renewal
  - 1 Expired

## Old Business/Updates

1. 501(c)(7) (Pounder) - Still waiting for 501(c)7 approval.
  - a. No communication yet from IRS regarding our status
2. Operations Manual
  - a. James is the point person
    - i. James will assign tasks
    - ii. Kit offered to provide a template of SEA-PAH's board position job descriptions
3. New toys (Zombie)
  - a. Zombie got 8/20 toys. Will get the rest before birthday mosh.
4. Birthday planning update
  - a. Auction/Raffle



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- i. Can we sell jello shots as part of our fundraiser instead of
    - ii. Pounder will talk to Mark Spencer Hotel
    - iii. Stormy has a few lovely items for auction
  - b. Cake
    - i. Stormy will get the cake
  - c. Marketing
    - i. James will reach out Adventure for photo and flyer
  - d. Santa
    - i. Pounder
    - ii. Adventure might do a thing

## New Business

1. Event Planning (Loki)
  - a. Have a committee meeting to plan through March
    - i. Loki, Ryan, James, Cam, Stormy.
2. Board Elections
  - a. Calendar
    - i. November 1st: Nominations Begin
    - ii. November 30th: Nominations End
    - iii. December 1st: Voting Begins
    - iv. December 10th: Voting closes
    - v. December 15th: winners are announced
    - vi. January 19th: annual meeting
3. As policy, each event needs to have a point person who coordinates the event.
  - a. That includes delegating responsibility
  - b. Attending the event
4. December movie night
  - a. We will cancel
5. Form Light Audit committee

Motion: to create a light audit committee reconcile this year's transactions and accounts. Members: James, Ryan.

Motion: Stormy

Second: James

Yes: Loki, Stormy, Cam, Ryan, Pounder, James.

No: None.

Abstain: None.

## Open floor for member input

1. Stormy would like to host an event or two at her home

Meeting close time: 2:56PM



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## **2018 Board of Directors**

### **Officers:**

President: Ryan Baehr (Leather Lion)

Vice President: Mariruth Orr (Stormy)

Treasurer: Klayton Baehr (Pounder)

Secretary: Jason Baughman (Cedar)

Sergeant at Arms/Paws: Russ Shea

### **Directors:**

James Thoma (Zombie)

Edward Kelley (Loki) - Event Coordinator

Scott Luther - Webmaster

Cameron Carver

### **Committees:**

Budget- Pounder, Zombie, Ryan

Audit (2017) - Pounder, Zombie, Stormy

Events- Loki, Ryan, Cedar

Classes- Loki, Ryan, Cedar

### **Authorized Signers:**

President: President: Ryan Baehr (Leather Lion)

Treasurer: Treasurer: Klayton Baehr (Pounder)



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## To do list

### Pounder

- Get treasurer report for October and November for next meeting
- Put down list of start and due dates for filings and other financial paperwork
- Talk to Mark Spencer Hotel about item for raffle
- Provide any needed documents for light audit committee
- Write brief board job description

### Loki

- Make planning calendar for all our events
  - How often should we have event committee meetings
  - What are our big annual events
    - When do we need to start working on them
    - What promotional material or other items do we need
- Invite Stormy and Cam to event Telegram group
- Schedule an event planning meeting to get events through February or March
- Cancel upcoming movie night
- Can we change the mosh description in December to reflect that it is our 6th birthday?
- Write brief job description

### Ryan

- Schedule meeting and get materials from Pounder to begin audit
- Write brief job description

### James

- Meet with Ryan to do light audit
- Get remaining 12 new toys by December mosh
- Talk to Adventure about promo for birthday
- Talk to Nemo about some fundraising donation from CC's

### Cedar

- Write brief job description

### Stormy

- Make arrangements for the birthday cake
- Has some raffle items for our birthday

## EVERYONE!

- If you think someone would make a good board member, convince them to run
- As per our new policy we need a point person on the following events
  - 11/13 game night
  - 11/16 bar night
  - 12/4 movie night (is this the canceled one?)
  - 12/14 bar night