

# **Minutes of the Executive Committee Meeting of the DRBF Executive Board of Directors**

**July 16, 2010**

A meeting of the Executive Committee of the DRBF Executive Board of Directors was held by conference call on July 16, 2010 with the following participants: Bill Baker, Kerry Lawrence, Jim Donaldson, Jack Norton, Romano Allione, and Jim Brady. Steve Fox and Ann McGough participated by invitation.

## **Financial & Membership Report**

Steve Fox reviewed the highlights of the financial report which had been distributed to Board members prior to the meeting. Treasurer Jim Donaldson summarized by saying that the finances are in good shape, and said he feels the organization is staying on budget.

Steve also updated the Board on issues relating to the office. He reported that the office had recently been broken into, and that they may consider relocating to a different location in the future. Jim Donaldson noted that Steve has done a good job of maintaining back up files and he feels confident the financial documents are secure. Steve also noted that he plans to update the computers this summer.

Steve said P&L statements for the past two conferences were distributed, and noted they were both profitable. Several Board members said they find the report useful to the Executive Committee, and Ann suggested also sending them to the conference organizers as it would be wise to review the estimate vs. actual so that budgets can be updated accordingly for future events.

Steve reported that membership figures are up slightly for the year to date, with Region 1 down slightly and Region 2 up slightly. Total membership is 674, 360 from Region 1 and 314 from Region 2. It was mentioned that Region 2 is discussing how to bring more Australasia members into the fold. President Romano Allione said he thinks the Australasia leadership should be asked to make a recommendation, perhaps looking at a sliding scale to bridge the gap. He agreed to check with them and report back to the Board at the next meeting.

## **Election**

Romano Allione said the call for nominations was distributed to all members. Ann reported on the status of Region 2, which has several viable candidates for the two new positions on that Board.

## **Database Project**

Kerry Lawrence reported that the database project is on track, with reports coming in on DRBs. He said it has triggered some hostile comments from members about the “good ole boy” network that prohibits people from being assigned to their first DRB. Bill Baker said that California is trying to address the issue with their new specification language, noting the old language calls for each party to select a member and for them to nominate a chair and the new language calls

for each party to select a member who then nominate a third, and the chair is then selected from the three members. He said this system allows for a new person to be brought in to serve on the Board and an experienced person to serve as the chair. Bill noted this idea will be integrated into the new Manual. Jack Norton said there was a similar effort underway in Florida. Ann suggested Bill and Jack contribute to an article for the Forum which acknowledges the issue and offers these suggestions, and notes there would be more to come, and they agreed to do so. It was noted that the article could also reference back issues of the Forum which feature articles that Bill has written before on how to market yourself. Romano said he also thinks Gwyn Owen is starting up a new mentor program.

### **Manual**

Bill reported that the committee is moving forward, with 3 meetings scheduled within the next month. Romano said Gordon is working on the international section, and when he sees him he will discuss the need to expand his committee to benefit from the exchange of ideas and vetting process that makes the process so successful.

### **Table of Responsibilities**

Romano noted he has only received one question about the chart, about why publications require the approval of the Executive Committee. He said that if something is meant to represent the DRBF, it should be reviewed by the Board.

### **Annual Meeting - Charleston**

Ann reported that she hoped registration would open within a few days time, as some last minute decisions were being discussed by the committee. Kerry said there will be two training workshops held in conjunction with the conference, one an Update for members who have already completed the other programs and one an Intro course that would appeal to those needing CLE credits or other basic training requirements.

### **Website & Forum**

Ann distributed a report to the Board prior to the meeting, detailing the two options for designers to update the look of the DRBF website. The Board agreed to use Winkbox, the design firm that created the brochure, noting Blaircraft would still do the implementation and stay on as webmaster. Ann agreed to send the estimate to Steve and Jim to review and sign.

**The next meeting will be held by conference call on Friday, August 20, 2010 at 12 EDT.**

*Meeting Minutes submitted by Bill Baker and Ann McGough.*