

CSRB Meeting Minutes
Director Meeting – 12 November 2016
RMRG HQ – Boulder, CO

Director Attendance:

Note: An “X” indicates attendance. A “P” indicates attendance via phone

Paul Woodward President	X	George Janson VP	X	Dan Remsburg Secretary	X
Mark Rowland Treasurer	P	Greg Foley Director	X	Tim Schlough Director	X
Jeff Sparhawk Director	X				

Meeting started at 1200.

1. List of attendees taken by Secretary of those present and on conference phone. Proxies turned in for voting.
2. **Minutes** – Minutes from 09/13/16 BOD meeting approved by consensus.
3. **Financials** – Treasurer Mark Rowland supplied financial reports for the meeting. Discussed reports provided.
 - a. Revenue in and expenses to come in from the MLSO class. Expenses from first class are lower than expected due to the proximity of the class to the instructor’s homes. Will be higher for the next class.
 - b. Reports are reconciled with the accounts as of 10/31/16.
 - i. Change in market value of the investment accounts are a challenge to keep up with. Looks like we have it figured out now how to properly track it closer to realtime.
 - c. Approved the financial reports provided.**
 - d. Will need to do an “Action Without a Meeting” for the funds transfer.
 - e. Will only be taking \$3,000 from Morgan Stanley.
 - f. Discussed the hiring of a designated bookkeeper for CSRB for 2017. Looks like she with be able to be with us for at least 10 yrs. Currently the bookkeeper for Alpine. Makes the transition between board elections easier with a consistent presence handling the books.
 - g. 2015 tax returns – Bruce extended 2x (typical) to allow time to focus on it. It has now been completed and mailed.
 - h. Investment Policy – This was put out to the Board for review. Discussed some changes but we can make these modifications after the policy has been approved. Will work on these at the next BOD meeting.
 - i. Approved – to be posted to the website.**
4. **Administrative** –
 - a. We have purchased the new conference phone. It is a dual use (digital and analog) Polycom so that it can be used at any location.
 - b. DHSEM/CSRB MOU – The draft of this has been on the table at OEM for 3 years now. Multiple changes in the management have kept it in limbo. Still working on getting it signed.
 - c. The State Coordinator Policy is still being worked on between Jeff Sparhawk and Barry Mitchell. Draft in February?

Meeting adjourned at 1220.

Submitted,
 Dan Remsburg
 CSRB Secretary