

MSCA Meeting of the Board of Directors – Q3 2021 Regular Board Meeting

Board Meeting Minutes – Teleconference 09/03/2021

- I. **Call to Order** – meeting called to order at 5:37 pm Pacific Time by Becky Spencer.
- II. **Roll Call** – Present: Alison Charter-Smith, James Beck, Colleen Williams, Karen O’Brien-Maynard, Becky Spencer.
Absent: none
- III. **DETERMINATION OF QUOROM OF THE BOARD (President)**
 - a. We have out 5 of 5 sitting Board members in attendance, and therefore we do HAVE a QUOROM.

- VIII. **New Business (Becky Spencer)**
 1. **Creation of a DropBox account for MSCA** – Alison Charter-Smith recommended to create a DropBox account the MSCA to post Official MSCA documents, including meeting minutes, Articles of Incorporation and ByLaws. Becky Spencer makes a motion to create a DropBox account for official MSCA document storage. 1st by Becky Spencer and 2nd Karen O’Brien-Maynard. **Motion passed by all board members in attendance.** Colleen Williams to set up DropBox account.
 2. **Elections** – Board discussion that all offices will be open for election at the 2021 MSCA elections – a total of 9 – (4 Officers and 4 Director at Large). Discussion by Board that September need to have a call for nomination candidate’s for the election and a call for this following week for a call for members of the Nomination Committee. Hobert Office Services Limited, located in Colorado was used for previous elections. Colleen Williams to send out email to all MSCA members asking for two nominees for Election Nominee committee, and Becky Spencer will post announcement for Nomination Committee members on 9/4. Alison Charter-Smith to research online ballot election companies for board review and respond with recommendations. Later determined by Alison Charter-Smith that current MSCA Bylaws do not allow for online ballots in elections. Decision by Board to use Associated Registry as the 3rd party to receive and count ballots, after confirmation by Alison Charter-Smith that online ballots cannot be used per MSCA ByLaws.

- IX. **Existing Business (Becky Spencer)**
 1. **Opened new MSCA checking account** –Colleen Williams announced that she has opened a new a bank account for MSCA at the American National Bank of Minnesota. Colleen Williams recommended to also opening up a PayPal account. Colleen Williams deposited \$12,577.75 into new checking account from a cashier check received from Deborah Reid. Colleen Williams will add Becky Spencer as secondary signature to this checking account.

2. **Associated Registry** – Karen O’Brien-Maynard discussed that she’s trying to determine what we have, and what Association Registry has regarding membership submitted forms. Karen O’Brien-Maynard suggestion is send Associated Registry all 2021 completed forms and payments from members, along with our new checking account number. Becky Spencer asked about the status of the MSCA member forms online, and the timeline of when they will be posted live. James Beck will send an email to Associated Registry to ask them the status of when our forms will go live and what do they need from us. Apology letters will be sent to members applications for 2020 and 2019. All 2021 member applications and payments will be sent to Associated Registry. Motion by Karen O’Brien-Maynard to make a copy and scan each check payment for MSCA records, and send original forms and payments and send to AR. 1st. by Karen O’Brien-Maynard, 2nd by Colleen Williams. **Motion passed by all board members in attendance.**

X. Adjournment – Meeting adjourned at approximately 6:59 pm Pacific Time.

Respectively submitted,

Alison Charter-Smith
Recording Secretary