

May 19, 2004

Attended 6:45PM

Danielle

Taz

Sheldon

Theresa

Jamie

The Logo was looked at and decided on.

Jamie 1sted the recommendation to accept the Logo and Taz 2nd. Then all agreed to accept the Logo for the Association.

The colour of the Logo will be looked at and possible changed later, as Danielle was not sure of the color.

The name was now registered, papers were corrected and will be sent express post.

The bank accounts will be set up and signatures (Taz, Theresa, Sheldon) will be in place before the next meeting.

We have new Directors.

Rep for Australia is Erin

Rep for Reno is Jim

Membership is Bryon of Kelowna

Office 2003 will be put in place for all the Directors.

The Policies were looked through and 1st by Sheldon, 2nd by Jamie and all agreed to accept the Policies.

The Duties of the Directors were discussed.

President's Role

Give direction, Co-ordinate, Public Relations, Personal Contact with the individuals of the Association. Make sure the work assigned is done by other Directors and interface with them. Oversee all operations of the Association.

Vice President's Role

Stand in Place of the President if President is unavailable.

Fulfill assigned duties (given by the president) and assist where needed.

Membership

Keep record of all members, (paid and in good standing)

Keep all information and updates of all members. Distribute membership information to members.

Secretary

Opens all Mail, date stamps, records and Distributes accordingly.

Takes notes of minutes of meetings

Sends out mail.

Newsletter--(every 3 months)

Moira Campbell

Attach to Web site.

Sends out Emails, Faxes, Keeps tack of Articles.

Treasurer

Taz, Theresa

Theresa and Taz working together

Receives Bills (Accounts Payable), pays bills (Accounts Receivable) on Line,

Gives timely Financial Statements to the Directors at meetings, or upon request of President.

Enters all transactions into Simply accounting.

Deposits monies received (previously recorded by Secretary upon opening mail.

Does regular back ups on the Simply Accounting system.

Keeps paper trail as back up also.

Reports directly to the President.

Standards and Ethics were to be discussed at a separate meeting with the Standards committee.

Jamie was going to look into creating a Flow Chart on Power Point to better display and develop different areas of the Association.

The Mission Statement was discussed and decided that Danielle and Sheldon were going to fine tune.

Upon closing at 8:20PM we were asked by Sheldon to create a Bio to add to the Web Page.

All agreed and the meeting was adjourned,.

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