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## Board of Directors Meeting Minutes

Tuesday, March 8, 2022

6:30pm, Virtual Meeting via GoToWebinar

**A. Call to order** – By Catherine Lee at 6:34 pm

**B. Roll call of directors** – Delamater, Lee, Minor, Smith.  
Absent –Khozouiee, Petrie, Wilson.

**C. Open forum**

**D. Secretary**

a. **Approval of the Agenda for 3/8/2022 Board of Directors.**

**Motion:** I move the board approve the agenda for the 3/8/2022 Board Meeting as presented.

Moved by Smith, seconded by Minor. Motion passed by unanimous consent.

b. **Approval of the Minutes of 2/08/2022 Board of Directors Meeting.**

**Motion:** I move the board approve the 2/22/22 Board of Directors Meeting minutes with the correction of the time that the meeting reconvened on Thursday, February 24, 2022, and to include the motion for executive session on February 24, 2022.

Moved by Smith, seconded by Delamater. Motion passed by unanimous consent.

**E. President report**

- a. President's Message
- b. Packet Format

**F. Treasurers Report**

**Motion:** I move that the Board approve Treasurer Famarz Khozouiee to sign a letter of engagement with Schwindt & Co for preparation of the Association's 2021 financial statement (AKA Audit report).

Moved by Lee, seconded by Smith. Motion passed by unanimous consent.

**Motion:** I move that the Board approve Treasurer Famarz Khozouiee to sign a letter of engagement with Schwindt & Co to prepare the 2021 federal, state, and local income tax returns with supporting schedules (AKA tax returns).

Moved by Lee, seconded by Smith. Motion passed by unanimous consent.



## G. Board Actions

### a. Old Business

#### i. Mask requirements

**Motion:** I move that the board change the mask requirements to match new CDC guidance effective March 12, 2022, the date the mask mandate in Oregon ends. (Note: new CDC guidance recommends indoor masks when a county's COVID-19 Community Level is High. See mykcca.com for more information.) Moved by Delamater, seconded by Minor. Motion passed by unanimous consent.

#### ii. Next board meeting

**Motion:** I move that the next board meeting be both in-person and virtual. Moved by Lee, seconded by Minor. Motion passed by unanimous consent.

### b. New Business

#### i. Nomination committee

**Motion:** I move that the board approve Marilee Nelson and Mary Minor as members of the Nomination committee. Moved by Minor, seconded by Delamater. Motion passed by unanimous consent.

#### ii. Election committee

**Motion:** I move that the board approve Sherry Smith and Mary Delamater to chair the 2022 Election committee as per Article IV, Section 3 of the Bylaws. Moved by Lee, seconded by Minor. Motion passed by unanimous consent.

## H. Adjournment of Board Meeting

**Motion:** I move that we adjourn the meeting at 7:39pm. Moved by Lee, seconded by Delamater. Motion passed by unanimous consent.



## **NOTES TO KCCA MEMBERS:**

This Agenda is drafted in accordance with KCCA Resolution 2012-305 and is subject to changes that may take place during the ordinary course of the meeting. All Members of KCCA are welcome to attend and observe the deliberations of the Board.

Board Meetings are business meetings of the Board of Directors. With the only exception being the Open Forum; KCCA Resolution 2012-305, and its associated authorities, govern Member attendance rights and not Member participation rights. The right of Member attendance does not include the right to offer testimony or comment during the conduct of Board business, unless specifically recognized by the Presiding Officer.

Minutes of Board Meetings reflect the actions taken by the Board and do not contain a record of the discussions leading up to actions taken. Minutes are posted only after the Board approves them as final.

Approved