

- I. Call meeting to order (secretary)
- II. Roll Call and Quorum notification (secretary)
- III. Old business (meeting speaker)
 - a. draft of voting policy (TABLED)
 - b. draft of reimbursement policy (TABLED)
- IV. New business (meeting speaker)
 - a. Legislative update (presented by President)
 - i. Caucuses
 1. Review previous caucus
 2. Marketing
 - a. Branded matches from members
 - b. Tabletop TxCMA poster board
 3. Next scheduled caucus
 - a. Early December is all that is currently known
 - b. Need other members to be present, president will not be able to attend
 - c. Begin allowing members to attend
 - i. Cavalier Cigar Co wishes to attend next caucus
 - ii. RoMa Craft is interested in being a potential participant
 - iii. Should we consider a cap on how many additional members are present?
 - ii. 2018 IPCPR contract (for 50% split for Brett's monthly retainer)
 - b. Secretary
 - i. form 802 – Secretary of State
 - c. Dir member relations
 - i. membership update
 - ii. discuss Dial-A-Thon
 - d. Dir special projects (presented by Vice President)
 - i. fundraising update
 - e. Treasurer (presented by President)
 - i. current financial status
 1. Cost savings
 - a. completed
 - i. suspension of Constant Contact and Memberclicks, saved an average of \$240/month
 - ii. In-house accounting, saved \$750 next year
 - b. incomplete
 - i. suspension of Moolah Payments (credit card processing), anticipated savings of \$76/month
 - c. once completed we'll have saved the equivalent of 2.6 months of Brett's fees.
 - ii. Financial health
 1. If no other income is earned then we have about 4.5-5.5 months worth of funding left
 2. Efforts are paying off. We've extended our financial abilities past December.
 - f. Vice President
 - i. Sponsorship update
 - g. President
 - i. Assistant Treasurer and Assistant Secretary needs
 - ii. Bylaw changes
 1. changes nearly ready for review
 2. discuss next steps

- iii. Rotating BOD meeting speaker/leader
 - iv. Brochures
 - v. Web developer needed
 - vi. Next members meeting
 - vii. Possibility of a Dallas visit
- V. Open discussion/new business (meeting speaker)
 - VI. Notice of next meeting (secretary)
 - VII. Adjournment (secretary)