

10/24/2013 Meeting Minutes

Four of the five Board members met.

The items discussed are listed, with the decisions indented below each item.

- 1) Banking: Greenway is billing us via email and being paid via online bill pay. We now write less than 6 paper checks/year.

Action: The transition to paperless bill paying has advanced.

- 2) Paying assessments on line: Most banks have online bill pay that can be used to pay the annual assessment. We need to publish our routing/account numbers for them to use.

Other options.

Action: We will provide members the opportunity to pay their bills via on line bill pay from their checking accounts into our Bank of America account. We will only provide our routing and account numbers via the announcement email, and not on our website. We will still accept checks via the mail. We discussed using PayPal, which charges a fee, but decided to see how direct payments works in 2014.

- 3) Online proxies: Can we create a way to allow members to submit proxies online?

Action: Tara says yes, and a method is in development. We will test it in January 2014.

- 4) Mailbox: Smaller box saves \$84/year (\$192 vs. \$276), but requires change of address (box #).

Action: We will keep the existing box and reconsider changing the address next year.

- 5) Office 365 provides full versions of Word, Excel, and Outlook from any computer, and centralized email and data storage for the association. \$150/Year.

Action: It was agreed that we purchase this software and it will be installed by 12/31/2013.