

PLLIP-SIS Executive Board Meeting
 October 31, 2018
 Minutes

The meeting began at 12:05 pm Pacific time.

The following were in attendance:

- Diana Koppang, Chair
- Saskia Mehlhorn, Vice-Chair/Chair Elect
- Julie Pabarja, Treasurer
- Cynthia Brown, Secretary
- Jeremy Sullivan, At Large
- Elaine Egan, Past Chair

Absent:

- Janet Peros, At Large

The minutes of the September 28, 2018 Executive Board meeting were presented for approval. Elaine Egan moved to approve the minutes, Julie Pabarja seconded and the minutes were approved.

Julie Pabarja presented the Treasurer’s report.

The following committee updates were presented:

- Grants – the committee is marketing various opportunities for grants.
- Continuing Education – upcoming webinar November 14th.

The Summit chair and co-chair asked the Board to consider waiving the registration fee for both the committee chairs and the full committee for the Summit. Following a discussion Elaine Egan made a motion to waive the Summit registration fee for the chair and co-chair, Julie Pabarja seconded the motion and it was approved. Committee members will continue to pay the full registration fee.

There was a discussion of adding committee chairs to monthly calls. Diana will reach out to the chairs to invite them to Board calls as the need arises.

There was a discussion of the Elevation Task Force and consultant, as well as the AALL public relations company.

A proposed retention schedule was discussed. The retention schedule will be added to PLLIP Procedures Manual.

Add chart from Diana

Document Type	Retention Schedule	Storage Location
Board Meeting Minutes	Permanent	PLLIP AALL My Communities

Annual Meeting Minutes	Permanent	AALL My Communities
Annual Report	Permanent	AALL My Communities
Reimbursement Requests	2 years	Treasurer
AALL Quarterly Financial Reports	2 years	AALL My Communities

Having no other open business, the meeting adjourned at 12:58pm Pacific time.