

## EXECUTIVE COMMITTEE MEETING MINUTES

January 12, 2016 - 9:30 a.m.

- PRESIDING: Carol Remington, President
- COMMITTEE: Randy Overbeck, President-Elect; Gale Adkins, Western Area Vice President; Darlene Ruzicka, Past President
- ORTA STAFF: Executive Director, John Cavanaugh; Mary Lauer, Adm. Asst./Treasurer
- WELCOME: Carol Remington welcomed the committee.
- MINUTES: John Cavanaugh corrected the note in Dec. 7<sup>th</sup> minutes regarding the Nominating Committee from “Roberts Rules” to the “ORTA Bylaws states....”
- Randy Overbeck moved the December 7, 2015 Executive Committee Minutes be approved following the correction. Darlene Ruzicka seconded. Motion carried.*

FINANCIAL STATEMENTS: Mary Lauer shared the December 31, 2015 Income and Disbursements and the current PNC bank balance. Discussion included a request to re-structure the finance statement by Dr. John Cavanaugh. He will present the draft of the revised budget reporting format to the Executive Committee for approval. Upon approval the monthly report will be emailed to the Executive Committee members and the Finance Committee Chair prior to a meeting.

John reported on ORTA’s two petty cash boxes and stated that a log was designed by Helena for each box. He stated the 2 boxes will be combined into one petty cash box which will also contain the log. The total cash was approximately \$70. The committee witnessed John’s reimbursement of \$15.00 for his Background Check. Darlene reported the BMW (?) background check was never received from his county. However, a background check from Intelligent Investigations was received.

*Darlene Ruzicka moved employees are mandated to use Direct Deposit for every pay period. Randy Overbeck seconded. Motion approved.*

PRESIDENT’S GOALS: Carol Remington shared goals for 2016 which mainly will focus on increasing membership, implementing the partnership with Habitat for Humanity and encouraging ORTA’s members to be involved politically. Enforce changes in infrastructure through increased technology. Plans to assist local chapters to reach newly retired educators may be developed.

COMMITTEE ROSTER: Carol Remington shared her current state committee roster. Some invitations for committee assignments have yet to respond. Therefore, the roster is incomplete. Carol shared suggestions for the Area Vice President and District Directors on fulfilling their responsibilities.

Carol has invited 6 committees to participate in a Joint Committee meeting on February 17<sup>th</sup> in the ORTA building.

CEPHAS FINANCIAL SERVICES: Jacqueline Morbitzer and Kim presented the Executive Committee with a proposal to assist with communication and media issues in order to increase membership. They encouraged ORTA to establish a brand and increase Pre –Retirement Planning seminars. Michael Iannarino, Cephas Executive Director, offered tools (financial planning, access to CPA’s and Attorney)

from a link to his website and assist with Pre-retirement planning meetings. The executive committee may discuss the possibility of a partnership.

**INSPIRE GROUP:** Diane Hurd and Samantha Bartlett shared a handout “A Proposal for Communication Services.” The intention is to transition all of ORTA’s publications and communications from the current procedure.

**AREA SPRING CONFERENCES:** Eventbrite went live in early January and has received some registrants. The executive committee discussed the possibility of inviting the Cephas group to participate in an afternoon session. Mary Lauer has contacted all four venues with a request to add space for an additional breakout session(s). Carol requested that each attendee have a “yellow hard hat” to celebrate the partnership with Habitat for Humanity.

**NOMINATING COMMITTEE:** Darlene Ruzicka searched for candidates for an Eastern Area Vice President to finish the current term which ends December 31, 2016, left vacant by the passing of Jean Slicker. One candidate has agreed to put his name on the ballot. Ballots will be sent via email Feb. 1, 2016. It was made mention that Bylaws may need revised to define procedures on appointing a replacement should an officer pass away during their term.

**MEMBERSHIP:** Helena Zvansky shared colored pie charts to reflect the current membership status.

**RETREAT:** The executive committee plans to schedule an overnight work retreat in early March.

*Randy moved to change reimbursement mileage from 40 cents to 51 cents. Darlene Ruzicka seconded. Motion carried.*

**NEW PROCEDURES/POLICY:** It was requested Mary Lauer send meeting minutes to Darlene, Executive Committee Secretary, who will review the recorder’s minutes prior to disseminating to the other committee members and the Board. Financial statements are to be sent to Randy Overbeck and Gale Adkins, Treasurers for the Executive Committee who will approve the statement before they are sent to the Finance Committee.

Next meeting: February 17, 2016 – 8:30 a.m.

Meeting adjourned.

Minutes submitted by,

Mary J. Lauer