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| Board Meeting MinutES |

**June 18, 2019 | Conference Call**

**BOARD MEMBERS**Dave Boulay, Buckley Brinkman, Tom Bugnitz, Mike Coast, Keith Phillips, Chuck Spangler, Tiffany Stovall

**ATTENDEES**Carrie Hines

Chairman Boulay called the meeting to order at 1:01 PM (ET).  
 **APPROVAL OF MEETING MINUTES**

Buckley Brinkman made a motion to approve the April 2019 minutes. Chuck Spangler seconded the motion. Motion passed unanimously.

**REVIEW OF FY19 FINANCIALS**

Carrie reviewed ASMC’s current financials. The Board agreed to write off Ohio sub-recipients TechSolve, MAGNET, CIFT, and Polymer Ohio from unremitted dues payments from FY18 which totals roughly $11,000.

**CASH RESERVE POLICY APPROVAL**

Carrie reviewed ASMC’s average income and expenses from 2016 to 2019. The annual average total expenses over that time equates to $417,000. The Board discussed the need to carry a reserve of twelve months of expenses should the MEP program lose all of its federal funding. Should this occur, it is assumed that ASMC would receive no income from membership dues or from the Foundation for its Administrative Services agreement. Without income, this level of reserves would allow for ASMC to operate for one year to try to restore the federal funding.

Tom suggested that the Board develop a contingency plan should MEP program funding be eliminated or decreased to include immediate necessary actions from Centers and our lobbyists. Carrie agreed to put the issue on the agenda for the in-person meeting in Atlanta in September.

Tom Bugnitz made a motion to approve a policy for ASMC to maintain a 12-month annual operating expense reserve. Tiffany Stovall seconded the motion. Motion passed unanimously.

**NOMINATIONS COMMITTEE**

Carrie reviewed the Board nominations process and called for volunteers to be the Nominations Chair. When a Nominations Committee Chair is confirmed, ASMC will make an open call for nominations and will plan to develop a slate of nominees for Board approval in August. The slate will be proposed to the full membership in September so new members can begin to serve effect October 1st.

**FY20 ADVOCACY UPDATE**

Carrie provided an update on the FY20 appropriations process indicating that the FY20 CJS Appropriations bill will be included in a minibus and expected to pass the full House floor next week. The Senate is also expected to mark-up its bill at the Subcommittee level the same week. There has been no movement on the spending cap discussion.

**ADJOURNMENT**

Mike Coast moved to adjourn the meeting at 1:38 PM (ET) which was seconded by Chuck Spangler. The motion passed unanimously.