

## **MDIC Board Meeting Minutes September 6, 2016**

### Website update (Lorraine):

- New developer (Jason at Quality Engineering Design) attempted to transfer current website to new platform. Our database was somewhat lost in transfer so new database was created. Jason discounted 10 hours - took longer than he anticipated and we are good customers so he discounted.
- Final bill due to Jason/Quality Engineering Design: \$943.75.
- Lorraine feels confident in the new developers skills and expertise.
- Board votes to pay bill and offer some additional incentive or “bonus” for developer.
- Board agrees to pay \$375 to developer; Lorraine will pay bill directly.
- Need to allow “Buddy Press” and “Gravity Forms” to communicate to allow transfer of member data on new website. Jason can create a mapping system to allow the info to transfer.
- Lorraine added several new fields; Jason will also update several boxes/fields that are beyond Lorraine’s expertise.
- Lorraine will manage finalizing the website updates to make sure it is done before our membership renewal period, generally October 1-16.
- Website security: Lorraine can add additional password protection/password retrieval link and will look into other security options.
- WordPress theme: may need to be updated to allow “child” them to communicate with standard theme. Lorraine can look into whether it is necessary to upgrade the theme.
- Priority is the functionality of the directory - we need to make sure this is done before any other website work.
- How is our SEO? We come up on first page for “custody evaluators.”

### Taxes and bookkeeping update (Ali):

- 2015 return was filed late – extension never filed by Karsh. Karsh has a record that extension was filed but no record of receipt with IRS. IRS assessed penalty of \$1750 assessed. Harsh acknowledged it was their error and sent letter to IRS requesting waiver. IRS placed 9 week hold on collections. Karsh will cover the penalty if the IRS won’t waive.
- New bookkeeper/CPA: Jennifer Saxhaug. She will manage basic monthly bookkeeping functions at cost of \$250-300/year. She will also prep tax return. May be able to do it via postcard filing based on MDIC’s income. Ali to prep all documents she needs to file return before new treasurer takes over in October.
- Account balance as of September 8, 2016: \$30,901.74

### Wellshire/lunches (Courtney McConomy):

- We are confirmed to hold lunches at Wellshire through June 2017.
- There is no March meeting scheduled at this point. We’ve discussed a breakfast in March instead but not finalized or scheduled at Wellshire.
- No conference in 2017.

- Courtney M. will talk with Kate about a speaker for March and scheduling a breakfast versus lunch meeting.
- Judges lunch - 1st Tuesday in February. Courtney M. is pregnant and due February 28<sup>th</sup>. She may need assistance moderating the judge's lunch. She will likely be out for the March meeting.