



**Etudes Board of Directors  
Meeting Notes**

Date: November 27, 2017

Location: Virtual Meeting

Meeting called to order at 3:35 pm by Chair, Eric Ichon

1. Roll Call

Eric Ichon, Chair – present

Margie Kurko, Secretary – present

Matt Coombs – present

Vivie Sinou, Executive Director – present

2. Reading of the Minutes of the preceding meetings

February 24, 2017 – Minutes approved as read

3. Reports of committees

Nothing to report

4. Reports of Officers and Executive Director

4.1. Financial Report – reported by Vivie Sinou

The Executive Director reported on the current financial status of the organization, as well as plans and projections for the apps and archive hosting.

4.2. Etudes Production – reported by Vivie Sinou

Production is in steady state through June of 2018. The Board discussed migration plans and production issues through the next year.

4.3. Software Development – reported by Vivie Sinou

The Executive Director reported on the apps currently in release and potential future apps. The board discussed future strategies.

4.4. Other Operational – reported by Vivie Sinou

The Executive Director reported on the status of the online trainings being delivered and the potential for future offerings.



## 5. Old and Unfinished Business

### 5.1. App Marketing

The board and ED discussed options for marketing the apps and the potential for long term revenue.

### 5.2. Data retention

The board and ED discussed possible options for longer term data retention for current clients.

## 6. New Business

### 6.1. Future Projections

The Board discussed several issues regarding Etudes clients after the existing contracts end in June 2018, particularly regarding data retention.

Also discussed were other streams of income including the apps and training.

### 6.2. Board Memberships

The Board and ED discussed candidates for an additional board member.

### 6.3. Employee Compensation

Report out of Executive Session: The Board discussed and unanimously approved a December 2017 bonus for employees in alignment with the amount budgeted by the Executive Director.

## 7. Adjournments

Meeting Adjourned at 4:30 pm

### 7.1. Next Meeting Date & Location

The spring meeting will be held virtually during the third week of April 2018.