

## Action Items Report – January 2017

### Action Items from October meeting

**Action Item:** John will attend CAA board meeting at next opportunity, likely Grand Oaks in early February. **John will attend CAA board meeting in February at Grand Oaks.**

**Action Item:** Visit to CMA's carriage collection in Augusta, GA has been postponed until spring. **Carry forward.**

**Action Item:** Trustees and Advisors have been assigned committees. Unless heard otherwise, these assignments will stand. **Ongoing.**

**Action Item:** All Directors, Advisors, etc. to e-mail three names and addresses to Virginia for inclusion on the mailing list. **Completed for 2016; directors and advisors are encouraged to continue sending contacts to Virginia throughout the year.**

**Action Item:** All members of the board are requested to donate to the CMA's fundraising campaign, at any monetary level. A 100% show of commitment is important. **Ongoing.**

**Action Item.** Virginia to send details of insurance policy, coverage, and premiums to Dale. **Completed.**

**Action Item:** Explore possibility of joining with an insurance company for discount to CAA and CMA supporters with anticipation of small revenue stream. **Carry forward.**

**Action Item:** Newsletter and Annual Appeal to go out early November. **Completed.**

**Action Item:** Directors and Advisors are asked to reach out to Virginia to help her answer those requests. **Ongoing, and Virginia thanks the Directors and Advisors for their patient assistance!**

**Action Item:** John to revise Lending Agreement draft and circulate for final comments. **Agenda item.**

**Action Item** – Harvey, Ray, John, Jack and Virginia to develop a Virtual Museum and Collection Catalogue template work plan going forward. **Ongoing.**

**Action Item** – John to write an article on Ken relative to Archive Room dedication. **Drafted.**

**Action Item** – John will look into the possibility of holding a joint meeting of the CMA and CAA boards at Grand Oaks in February. **A joint meeting is not feasible at Grand Oaks in February.**