



Chapter Executive Committee Meeting Minutes Topeka Chapter August 13, 2013

Members Present: Marie Winter-Zima, Paula Hinman, Russell Shipley, Boyd Jantzen, Walt Darling, Linda Shaver, and Michaela Butterworth.

Members Absent: Marti Leisinger .

Opening Remarks/President's Update: The meeting was called to order.

Approval of Minutes: The July meeting minutes were approved as presented. Paula will provide final copies of the approved minutes to Michaela for posting on the website.

Treasurer's Report: The financial statements were distributed, and accepted as presented.

CGFM: Linda reported that she had 13 people interested in Course 1 & 3 in Lawrence. She estimated needing a room that would seat 30-35 people. Approval was granted to proceed with setting up training for March 2014. Paula will check with KU Continuing Education to see if they have any rooms available.

Chapter Recognition Program: No report.

Membership/Young Professionals: We had one new member join today – Michaela Butterworth.

Accountability: The CCR for the Chapter is due 9/30/2013 in order to get the extra points. Russell will prepare a draft by next meeting. Paula will forward Russell a summary of accomplishments for the year, as well as the Publisher version used last year.

Education: Boyd reported that there is a membership event with Washburn on 9/13/2013. He is working with Allen County in Burlington. He's looking at having a social at the Celtic Fox in October. Paul Kahler from Nebraska is an option for a PDC in April or May with a scholarship event. Boyd is looking at having Doug Mays, Alan Conroy and the KS Board of Accountancy as speakers at the Professional Lecture Series.

Community Service: No report submitted.

Communications: Russell reported that the newsletter will go out the first week-ish of September. Michaela reported that the updated version of the software we need would cost around \$400. A motion was passed giving Michaela approval to purchase the software.

Budget: Russell reported that he will have a budget next month. Marie has provided him with the information he needs.

Other: The by-law changes for the treasurer's position were routed for signature.

Next Meeting: The next meeting will be on September 17, 2013, at Berberich and Trahan's offices