



## **Chapter Executive Committee Meeting Minutes Topeka Chapter January 20, 2015**

**Members Present:** Walt Darling, Becky Nelson, Kathy Bohnhoff, Linda Farlow, Paula Hinman, Linda Shaver, Nicole Malott, Nickie Roberts, Michaela Butterworth, and Abby Moore.

**Members Absent:** Russell Shipley, Kent Olson, Marie Winter-Zima, Boyd Jantzen, Brandi White, and Marti Leisinger.

**Opening Remarks/President's Update:** Walt called the meeting to order.

Walt lead a discussion on how do we run the chapter if no one can attend lectures from the board.

The KS Budget Director was scheduled for January 30<sup>th</sup> unless we postpone to February. No one was available from AGA to lead the meeting/PLS.

There was discussion and ideas of alternate meetings, potentially in the evening, with a speaker from 4 – 5 p.m. and social afterwards. Potential meeting places could include the Dillon House, Ramada, Governor's Row House, etc.

Walt will schedule the Budget Director in February and find a speaker for March. He indicated we need more than 1 person who can head the PLS up, and feels we have to have board members at the PLS to recruit new members.

Walt updated his schedule, which included vacation next week, and limited availability over the next 3 months. He needs someone to talk to by phone and carry things out.

He wanted the board to decide what they want to do next year for a role/office. He said we have not been having a problem recruiting new members, since we recruited a dozen new members the last 2 years.

Michaela announced that effective April, she will not be able to make meetings, so she was resigning from the board, due to travel related to work.

**Approval of Minutes:** The November minutes were accepted as presented. The December meeting was cancelled.

**Treasurer's Report:** No report.

**CGFM:** Linda reported that March is CGFM month. She is getting information to have proclamations issued. The Governor's office mails the proclamation. For the mayor's proclamation, they have council meetings on Tuesdays, twice a month. Nicki Roberts and Nicole could attend the meeting to accept a proclamation in person. For Shawnee County, Linda Farlow is requesting a proclamation.

**Chapter Recognition Program:** Kathy handed out a report showing the points earned each quarter, with a total and points needed to reach maximum by individual category. She said we get 150 points for every CPE we offer plus points in certification for each hour. On accountability, we get points for publishing on the website, which Walt and Michaela posted, resulting in 200 points. We can get points for a brochure advertising the chapter and what we do. We can also get 200 points for a membership survey, and 100 points for sending an email to a new member. If we publish a training brochure/calendar, we get 300 points.

Michaela volunteered to prepare a trifold brochure on the chapter, and will include lots of pictures.

**Membership/Young Professionals:** No report.

**Accountability:** No report.

**Education:** No report – see President's announcements.

**Community Service:** Abby reported that Doorstep will receive the loose change for February – May. She talked about the Run for Life – which raises money for body part donors.

**Communications:** Michaela needs pictures and bio for new member profiles.

**Other:**

- Nickie Roberts reported that she attend the Holton Chamber event and they provided beer, wine and bottled water. She suggested that we only provide those 3 types of beverages for our future social events, instead of trying to provide a wide variety of options.
- Nicole is checking into webinars, and will try to find a municipal speaker in April.
- Walt will contact the new Insurance commissioner, who is a CPA to see if he can speak at a PLS.

**Next Meeting:** Tuesday, February 17, 2015 at Blind Tiger.