



## **Chapter Executive Committee Meeting Minutes Topeka Chapter June 18, 2013**

**Members Present:** Boyd Jantzen, Paula Hinman, Walter Darling, Russell Shipley, Marti Leisinger and Linda Shaver.

**Members Absent:** Anna Lipold, Kathy Bohnfoff, Marie Winter-Zima, Linda Farlow and Melinda Richter

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

Welcome to our guest and prospective future board member: Michaela Butterworth.

**Approval of Minutes:** The May meeting minutes were approved as presented. Paula will provide final copies of the March & May approved minutes to Walt for posting on the website. Melinda will provide the April minutes and the board will approve via an email vote when they are available.

**Treasurer's Report:** The financial statements were distributed, and Russell reviewed Chapter income, expenses, and balance as of May 31, 2013 in Marie's absence. The report was accepted as presented. The May scholarship was sent to National, but they didn't receive the check, so a stop payment was implemented. Another check will be issued.

**CGFM:** Linda is looking into the possibility of hosting CGFM review courses 1 & 3. Currently there are about 4 people interested. Kansas City has 2 review courses going on. She will draft information to include in the newsletter and will contact previous attendees. Linda will also send a blurb to Marti and Marti will send information out to chapter presidents.

**Chapter Recognition Program:** Marti reported that we had 36,795 total points. We needed 19,500 points to achieve platinum status. We exceeded all categories but 2: accountability and award category. Marti would like to train someone else on how to enter points into the system.

**Membership/Young Professionals:** Linda Farlow was not present and no report was presented. Linda Shaver provided information on the Washburn Fall Career Fair –

September 11, 2013. We would have to register by 8/10/13. Linda was going to ask Leah & Kiosha if they would attend. A vote will be taken at the July meeting to determine if we'll participate.

**Accountability:** No report submitted.

**Education:** Boyd provided an update on the proposed program for the year. Russell will continue to do the education announcements and will also help with the Manhattan event.

**Community Service:** No report submitted.

**Communications:** Russell reported that the newsletter will go out the week after July 4<sup>th</sup>.

Walt reported that the website is up to date.

**National PDC - Dallas:** The board approved providing two \$1,000 scholarships to both Boyd and Russell to attend the National PDC. Boyd has charged his registration of \$750 on his AGA credit card, so he'll receive \$250 for other expenses.

**Other:** A number of items were discussed, including –

- Status of the by-law changes for the treasurer's position. The changes need to be made by July 1<sup>st</sup> so Marie can continue on as the treasurer.
- It was also decided to use the national membership scholarship as a recruitment tool. Any new person attending a PLS for the 1<sup>st</sup> time will be free. The board passed a motion to have a current member or board member take any new visitors/prospective members to lunch (one on one) and the chapter will pay around \$25 each time for the meal.
- It was also decided to move the summer social to October. It will be a social after work, maybe a Thursday night.
- The board approved \$1,000 for Russell to purchase portfolios with a zipper and pocket for the PDC's and speaker gifts.
- Russell presented Marti with a plaque for her previous service as president.
- Paula presented the Board members with gift cards for their service on the board.

**Next Meeting:** Tuesday, July 23, 2013 at Berberich and Trahan's offices