



AGA Topeka Chapter
Minutes of Chapter Executive Committee
October 4, 2007



Members Present: President Sabrina Wells, Kathy Bohnhoff, Linda Farlow, Brandi Baer, Nickie Roberts, Melinda Richter, Marti Leisinger, Nick Kramer, Walt Darling, Larry Barrett, Mary Johnson, Dawn Palmberg, Fred Baer

Minutes - Marti reviewed the minutes from the September 5th meeting. Sabrina said that Career day at Washburn went well. We got about 30 new e-mail addresses. The minutes were approved unanimously.

Treasurer Report- Walt passed out the financial reports and a penalty letter from the IRS. He said that we needed to respond to the IRS by October 8th. Kathy passed out a sample letter that she had written as a response. She said that the penalty letter was for 2006 only although we also did not file timely returns in 2001 and 2002. Kathy reviewed the letter and it was agreed that Sabrina as president should sign it. A vote was taken and all in attendance agreed that we should appeal. There was some discussion on whether we still had to pay if we appeal the decision. The committee decided that we needed to do one or the other, but not both. The committee talked about contacting AGA members that work for the IRS either at the National level or locally. It was decided to go to the National office first. Sabrina will let us know what she finds out by the end of the day.

Walt reviewed the financial packet that he had passed out. The first document showed both receipts and disbursements by month. He pointed out the net difference between receipts and disbursements for July, August and September. He is transferring \$2,000 from savings to checking. After this transfer, we will have a balance of \$151.93 in checking. Next month he anticipates transferring \$3,000 more from savings to checking which will leave about \$2,000 in savings. We do have \$11,000 in CD's and one is coming up for renewal on November 30, 2007. He is recommending either renewing as 30 day CD or just putting in savings account. Sabrina made a motion to put in savings. Marti seconded the motion. All those present voted in favor of the motion.

The second page of the packet was a listing of deposits and expenditures for September. Walt said that he is trying to use terminology under description in the spreadsheet that can be sorted on.

The third document was a listing of revenues and expenditures for the Professional Lecture Series. The average cost per month is \$300.06 and the average revenue is \$215.00. Walt said that Scott can use this data to make decisions regarding future lectures. The next lecture is at Ward Meade and is only \$6.50 per meal and the charge will be \$10.00. Walt noted that the revenue for the lectures usually comes in at a different time than the expense.

The fourth document was a letter from Don Wilson regarding his review of our records. He recommended that we take care of two outstanding checks. One check was for \$30.00 that was written to the national organization and the other was a \$60.00 check to Shirley Hollis.

The fifth document contained PDC historical data for the years 2000 to 2007, plus the budget for 2008.

The sixth document showed the income and expenses for the 2007 PDC.

The seventh document was a graph that charted the expenses and income from the 2007 PDC by date.

The eighth document listed the membership income and expenses from the 2007 PDC.

The ninth document showed the speaker expenses for the 2007 PDC.

Sabrina thanked Walt for all the work he did. Last year they spent more on speakers, but didn't get the larger attendance as they had hoped. Nick said that the historical information was helpful and mentioned sponsorships. Walt suggested that we make sponsorships more stable. He mentioned that we had hired a professional in the past, but it didn't work.

Sabrina said that she would send Don a thank you note.

Recognition Points – Melinda reminded everyone of the November 15th deadline for history and chapter points.

Early Careers – Mary and Dawn suggested that we should mimic a campaign where we try to recruit members from our places of employment. We could have a contest and offer some incentive such as a discounted membership or PDC registration. Walt suggested offering a special item to those who successfully recruit a member. National has \$165.00 reserved for us to help in recruiting. We could use this as a cash prize.

Community Volunteer Efforts – Nickie said that \$6.43 was collected for the Rescue Mission. The loose change program would continue with the October 11th meeting. Nickie reminded the committee that the chapter will match whatever is collected. We paid for 8 members in the Race Against Breast Cancer.

Newsletter – Walt mentioned that he had the current newsletter on our website, but was missing the prior newsletter.

PDC Update – Larry mentioned that he had 2 speakers lined up, 3 that were tentative, and 1 other possibility. Partners Software will probably help sponsor. Senator Roberts or Governor Sebelius may speak Friday afternoon, but we won't know until February. Larry passed out a letter for sponsorships. We have 2 accounting firms that are on board for sponsorships. Larry would still like to get an inspirational speaker. Walt suggested President Farley. The next PDC meeting is not scheduled yet.

(A PDC meeting has been scheduled for Thursday, 10/16, at 11:30 at the Celtic fox.)

Membership Recruitment Event – Due to the time, this item was skipped.

Nick made a motion to adjourn which was seconded by Sabrina. All those present voted in favor of the motion. The meeting was adjourned at 1:00 pm.