



**AGA Topeka Chapter  
Minutes of Chapter Executive Committee  
May 13, 2009**

**Members Present:** Nickie Roberts, Walt Darling, Brandi Baer, Melinda Richter, Fred Baer, Muriah Baker, Pam Simecka, Linda Farlow, Marti Leisinger

**Members Absent:** Sabrina Wells, Scott Alisoglu, Kathy Bohnhoff

The meeting was called to order at 5:30 PM at the Blind Tiger Restaurant.

**Approval of Minutes** – The minutes of the April 8 and May 6 meetings were approved.

**Treasurer's Report** – Pam Simecka provided the Treasurer's Report. She reviewed some of the expenses of the past month, collected receipts for payments, and had an opportunity to review certain payments with the officers to ensure the coding of transactions was correct.

Pam also reviewed the question of the past year's financials. In her review and discussions with Don, Pam found that the revenues and expenses noted by the organization were accurately reflected in the financial statements provided by the bank. She noted that the spreadsheet that tracked those reports for the Chapter had an error that failed to properly report the transactions as recorded by the bank. Her summary was that the account was properly represented and that switching from the excel spreadsheet to the use of the Quicken database would eliminate the error in future years. The CEC voted to approve the February minutes with the deletion of the language related to the discrepancy.

Pam noted that she has been unable to complete the receipt of payment for three registrations at the PDC. Since payment of scholarship amounts for membership renewals hinges on payment for the registrations, members volunteered to help contact KU to encourage finalizing that payment.

Pam proposed the purchase of a laptop and possibly a projector to increase the ease with which Treasurer's could pass forward the financials of the organization and to have the equipment necessary to assist speakers in making presentations during the Professional Lecture Series or the Professional Development Conference. The CEC created a committee of Marti and Walt to review options and costs for the equipment. The CEC approved a maximum expense of \$1,500 for the two items combined. Should it appear that costs would exceed that amount for the two items; the committee would need to report that to the CEC for further discussion.

**Membership Committee Director Report**

Walt reported that we currently have 96 members. The Chapter has 28 persons that have not yet renewed their membership. It was decided that Walt would contact each person by email to see if there are issues that the Chapter could help with to assist the member in renewing.

Marti Leisinger announced that the Chapter has a new member. Nancy Lawrence, who works for Shawnee County, has just registered as a member. The Shawnee County Commission has voted to approve payment of the membership and her participation in the organization.

A committee was formed by President Walt Darling to review the Des Moines Point system and identify ways it could be modified to help Topeka finance scholarships for members that participate in activities. Muriah Baker said she received newsletters from around the region and there were several Chapters that track member “points.” She volunteers to find copies of those and send them to the committee members.

### **Professional Lecture Series – Education Committee Chair Report**

Sabrina has organized the May meeting with Jim Martin of Washburn University as the speaker. The lecture is being held at the Golden Wheat Room on the 11<sup>th</sup> floor of the Docking State Office Building. Boxed lunches have been ordered from a local restaurant. Marti volunteered to call the restaurant to pay for the lunches and ensure the number was increased to 20 from 12.

Future possible speakers noted included Karl McNorton on the future of the Fire Marshal’s Office, and an overview of State Government from an insider by Senator Feliciano.

### **Social Committee Report**

Melinda reported that she had members and guests for 30 tickets to the Senior Class presentation at the Topeka Civic Theatre. No plans are underway for a social in June, although Brandi recommended that a social be held in July or early August.

### **Audio Conference Committee Chair Report**

Linda Farlow reported that the May audio seminar on Ethics was a success, with 17 persons attending. We have no audio seminar scheduled for June.

Linda noted that Susan Duffy of the KCC had contacted her to see if she could piggy-back onto the audio seminars so they could be presented at the KCC for their staff.

### **Certification Committee Chair Report**

**Study Group** – Brandi informed the Board that the Study Group will meet on Thursday, May 14, 2009. The meeting will be held at Classic Bean Coffee.

**Proclamations** – The official proclamation from the State of Kansas was transmitted electronically to the AGA national office and is posted on the national web site.

### **Early Careers Committee Chair Report**

Melinda announced that an event for Early Career Members was held on May 6, 2009. It was held at the Celtic Fox. Two early career members attended, along with several others and a positive discussion was held. Minutes were taken and submitted to the CEC.

Melinda also noted that there was a conference call scheduled for Thursday, May 21<sup>st</sup>, 2009, which would include Early Career volunteers from across the Mid-Western Region. If you want to participate, please contact Melinda for information.

### **Community Service Committee Report**

Nickie updated everyone on the status of the community service activities. We have received \$45.33 through the Loose Coin Program. She had been unable to contact Kevin Guillet in Leavenworth, but would continue trying so she can find out how he did in the VITA program. Kevin is our Chapter's coordinator for that program and personally helps many people with their taxes.

Nickie received a letter from the head of the AGA Awards Committee commending her on her active Community Service Program and thanking her for nominating the program for a national award. The letter said that although the program was not receiving an award this year, the Chapter was encouraged to submit a nomination again next year.

Nickie has proposed a special effort for the October 3<sup>rd</sup> Community Service event. Additional information will be forth-coming.

### **Communications Committee Chair Report**

**Newsletter** – Muriah noted the recent release of the April newsletter and she received numerous complements on the new formatting and content. CEC members were asked to have a bio and supplemental material for the next newsletter to Muriah by the 20<sup>th</sup> of the month so she could meet her deadline of the 25<sup>th</sup> to the President, who needs to have the newsletter out to the membership by the end of the month.

### **Bylaws Committee Chair Report**

Fred Baer presented a revised draft modification to the Bylaws that would create a committee made up of Past Presidents of the Topeka Chapter. Fred's proposal would create the new standing committee under Article IX and renumber the remaining sections. The new article would proscribe the membership, organization, and duties of the committee.

Fred also noted that in reviewing the Bylaws, he identified a section that requires a standing committee that has not been formed by the Chapter. The committee is one that would continually review the Bylaws and work to keep it a valid working document. He will prepare for the next meeting, proposed language to outline duties and responsibilities for the committee along with its membership and organization.

Fred has noticed inconsistencies in the way that the Bylaws are written, with language in one area referring to language in another without any way to easily reference that other location. Fred has proposed modifying the Bylaws document to cleanup those separated items to clarify the intent of the Bylaws without making any actual changes.

### **Sectional Leadership Meetings**

Members mentioned that the meeting was very good. Everyone was pleased with the tone of the meeting, the enthusiasm displayed and the new friends created. However,

there was a concern that the meeting may have been too large, limited the networking that could be done within the Section. Also mentioned was the organization on the RCOW portion on the second day in that it needed to allow for more interaction between the chapters.

### **National PDC – New Orleans**

The Bylaws call for financial support for two persons, the President and President-Elect. Last year the Chapter financed two additional \$1,000 scholarships. Marti made a motion to create a third \$1,000 scholarship for this year, and, that the scholarships not used by the President or President-Elect, along with the two hotel scholarships offered by AGA national, be used for Melinda Richter and Walt Darling to attend the PDC. In discussion, Marti noted that both Melinda and Walt were scheduled to receive national awards for their work with AGA. In addition, Walt was scheduled to receive a Chapter award for his work on the Topeka Chapter Website. She noted that Shawnee County had approved payment for her hotel expense so she would not need the hotel scholarship. The motion passed.

Brandi, Nickie, and Melinda volunteered to put together a basket for the raffle at the National PDC. The estimated cost of the basket was placed at \$100.

**Meeting adjourned.**