



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
July 7, 2011**

Members Present: Boyd Jantzen, Linda Farlow, Nickie Roberts, Kathy Bonhoff, Valerie Swartz, Melinda Richter

Members Absent: Rowena Regier, Ben Fields, Wrett Bradford, Marti Leisinger, Jon Norris, Paula Hinman, Walt Darling

Approval of Minutes: Minutes from the June 14, 2011 meeting were distributed by Kathy. Motion made by Linda, seconded by Nickie, to approve the minutes. Motion passed.

Treasurer's Report: Boyd and Rowena have been added to the accounts. Marti is currently in possession of the mailbox key and it was questioned whether this will be turned over to Rowena as current treasurer. Boyd will speak with Richard McMullen about performing the yearly review of the chapter finances. Marti was absent so no financials were discussed.

Luncheons/Audio Conferences: Boyd reported Kent Olson (SMART update) and Scott Brunner (Budgeting for Medicaid) will be the speakers at the July 13th event. The event will provide two hours of CPE and be held at Jayhawk Tower. Pricing is as follows:

	Members	Nonmembers
Lunch speaker only	\$20	\$30
Second hour	<u>\$10</u>	<u>\$15</u>
Total	<u>\$30</u>	<u>\$45</u>

An announcement will be sent out Monday for the event. A previous speaker canceled, which delayed the announcement. Linda and Valerie will assist with registration. A speaker podium and speaker gifts will be needed.

Bobby Derrick will be visiting the Kansas Chapter August 11th and 12th and will be the speaker at the August 12th luncheon. It is unclear at this time if the event will qualify for CPE. Ideas were discussed to increase attendance at this event. The event will be free for members and \$15 for nonmembers. If a nonmember joins that day, the luncheon will be free to them as well. Linda will make arrangements with Jayhawk Tower for the

room and catering. Boyd and Valerie will assist with registration. A budget of \$400 was set for this event. This should cover the cost of free meals for members.

Linda has requested more note pads from the National Office and is watching for the mouse pads that will be released in the near future.

Chapter Plans: Education, membership, and CGFM plans are complete. Boyd is working on the strategic plan. Plans should be sent to Boyd by Monday, July 11th and he will compile and send them to the National Office.

Community Service: Nickie reported the American Heart Walk is September 17th and the Race Against Breast Cancer is October 1st. The chapter will once again help with packet stuffing the Thursday before the race and race registration that Friday evening and Saturday morning.

The loose change program for August and September will be used for the Race Against Breast Cancer. Boyd has agreed to be in charge of the loose change jar at the upcoming meetings and will make community service announcements if Nickie is unable to attend.

The basket for the National PDC Community Service Silent Auction is in the mail. A \$100 KC Steaks gift certificate, cookbook, and seasonings made up the basket. Total cost for this was \$111.98.

CGFM: Kathy provided a copy of the CGFM Plan and brought it to the board's attention that the previous plan included a reimbursement program to assist those working on the CGFM. It was decided to leave this language in the current year plan.

Social: A social will be held the evening of August 12th to allow members to meet and mingle with Bobby Derrick. A budget of no more than \$500 was approved for this event. The location has been set for Walt Darling's residence. The details of the event have been left to the committee made up of Marti, Linda, and Nickie. Boyd, Linda, and Melinda have volunteered to help with set up that night.

Technology Purchase: Per Boyd, the committee is working on addressing the technological needs of the chapter.

Other: Bobby Derrick will be meeting with the board on the evening of August 11th. A \$200 budget has been set for the event and locations were discussed but not finalized. Boyd has offered to host the event at his residence.

Next Meeting: August 11th – location to be announced.

Motion to adjourn was made by Linda, seconded by Valerie. Motion passed.