



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
October 6, 2011**

Members Present: Boyd Jantzen, Linda Farlow, Kathy Bonhoff, Marti Leisinger, Nickie Roberts, Walt Darling, Rowena Regier, Valerie Swartz, Russell Shipley

Members Absent: Melinda Richter, Paula Hinman

Approval of Minutes: Motion made by Rowena to approve minutes from August 12, 2011 meeting. Seconded by Linda. Motion passed. Marti will email a finalized copy for Walt to post to the website.

Treasurer's Report: No report because Rowena had to leave early. No financials were presented. Marti expressed concern over not having financials for July and August. Boyd said that he thought that Rowena was working on them.

Boyd said that he found someone to do 990 filing etc...Marti mentioned that due to our income level, we could file postcard. Marti still has boxes of files that she needs to turn over to Boyd/Rowena that may have more information.

Marti mentioned that we still need to have our 2010/2011 books reviewed. Kathy noted that it was too late to get points since 90 days had already passed.

Marti brought up the issue of credit cards. She stated that she still needs to cancel her card, but that would leave Nickie with the only card. After some discussion, Boyd agreed to have a card issued to him. Marti will proceed with the paperwork.

Chapter Recognition Program: Marti has entered points for first quarter. Marti expressed concern because our chapter is not earning many points due to lack of financials, board meetings, and educational activities.

Membership: Linda gave Rowena a check for \$147 (from National) that is supposed to be used for membership activities before January 20th. The funds can't be used for memberships.

CGFM: Kathy ordered CGFM study guides for the chapter. She sent a receipt to Rowena via e-mail, but Rowena wasn't sure that she received it so Kathy will resend.

The board decided to let Kathy decide how she would like to proceed with CGFM program.

Luncheons/Audio Conferences/Seminars: No event is scheduled for October. Boyd indicated that Paula would like to put together an event in Lawrence for November. The entire board was in agreement that we would like Paula to proceed. Pricing for the event would be done after we know more about the event, such as CPE's. Boyd expressed concern over cost of event. The board discussed the cost is minimal (food) when the venue and speakers are free.

Boyd also mentioned that individuals with the KU Master's program in Public Administration had contacted him about sharing the cost of an event with us. The board agreed that this was a great opportunity for the chapter and asked Boyd to get back with them.

Boyd also mentioned that he thought that he could get Nick Kramer to speak on Medicaid issues.

Boyd said that the Chapter's education plan needs to be updated.

Technology Purchase: Boyd brought some quotes for review and discussion. The board agreed that we need a laptop that has a CD/DVD drive. Boyd had received quotes online and Nickie suggested that he look locally. Boyd said that the original cost approved was \$1,000 for laptop, screen and projector, but cost may go over a little. We agreed that the laptop would be used by the Treasurer for chapter software/files. The board agreed that Boyd should proceed with process.

Community Service: Nickie still needs to get numbers from Boyd for loose change collected for past events. For the remainder of the year, loose change will go to Toys for Tots. Nickie mentioned that around 2300 people participated in Race Against Breast Cancer event. She said that we have probably earned our maximum points possible the for community service portion of Chapter Recognition Points

Newsletter: Boyd had just sent Russell some articles for the newsletter and Russell hoped to have something out this month. Nickie will also send Russell some updated information on community service, specifically the Race Against Breast Cancer. Nickie also mentioned that a representative from Edward Jones was doing educational event on Nov. 15th. Russell will include in newsletter and let people know that they will need to RSVP to confirm that seats are available.

Next Meeting: 1st Tuesday in November (November 1st) December meeting will be Winter social at Boyd's house. Tentative date is Dec 9th. Nickie will work on door prizes.

Minutes approved 11/1/2011