



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
November 1, 2011**

Members Present: Kathy Bonhoff, Walt Darling, Boyd Jantzen, Paula Hinman, Marti Leisinger, Melinda Richter, Nickie Roberts, Russell Shipley

Members Absent: Linda Farlow, Rowena Regier, Valerie Swartz

Approval of Minutes: Minutes from the October meeting were approved. Marti will send the final version to Walt for posting to the website.

Treasurer's Report: No financials were provided. Boyd was able to provide the following bank balances: Checking – \$1,942, Savings – \$8,570, CD – \$6,142. The prior year tax information was passed to Boyd. There was discussion regarding the fiscal year end date, which is wrong on the tax website. Because of this, we are not able to file postcard. Instead, Boyd has filed online.

Chapter Recognition Program: Marti has been entering points. She will need the monetary amounts of the recent community service donations to update the Community Service section.

CGFM: No report.

Luncheons/Audio Conferences: Kent Olson will speak about his new Inspector General role on Wednesday November 16th and will be followed by the audio conference "XBRL to Improve Accountability, Transparency, and Efficiency in Government." The event will be held at the KNEA building (the Jayhawk Tower location was already booked) and will provide 3 hours of CPE. The following price structure was set: lunch only - \$20 members/\$30 non members, or lunch and audio - \$40 members/\$60 nonmembers. The meeting announcement will be sent out by Walt this week. The chapter will pay \$249 for the audio conference, which includes an early registration deadline. Since the chapter will have to bring in box lunches for this event, it is important to have an accurate RSVP count as to not lose money on uneaten meals. Only members who register by the deadline will be provided a lunch.

Steve Anderson from the Division of Budget will be the speaker for the January 11th luncheon; an audio conference will be included in the event. The February event will be either the 8th or the 15th and a speaker has not been confirmed. Paula will contact Jayhawk Tower to book the above January and February dates.

Possible speakers mentioned for upcoming events are Scott Alisoglu; Nick Kramer; Speaker of the House - Mike O'Neal, House Minority Leader - Paul Davis, Senate Minority Leader - Anthony Hensley, or State Treasurer - Ron Estes.

A full day event will be held in Lawrence in March, and the board would like to host a full day event in Topeka in May.

Per Walt, only about 20% of the membership requires CPE – options for attendance need to be offered when an audio conference is included with a luncheon. The chapter does not want to lose attendance of those who want only the lunch portion of the event and do not want/need to stay for the audio conference portion. In the past, all the income for the year was made during the two day PDC or the two single day trainings; the chapter would break even or lose money on the monthly luncheons. There might need to be a change in philosophy if the chapter continues to hold three hour events on a regular basis.

There is no consistency with when the audio conferences are offered by the National Office, which means the monthly luncheons cannot be consistently scheduled. The chapter is able to buy the audio conferences on CD from the National Office and offer them at a later date rather than using the live version. This would allow flexibility in date scheduling, but it was noted that by using the recorded version members will not be able to do their CPE certificate online.

The idea of offering an early bird discount for registering for events was discussed. It was decided that the treasurer needs to get up to date before trying.

It was also suggested that instead of relying on a venue's phone line, the chapter could purchase a prepaid cell phone for the audio conferences and hook it up to external speakers. No action will be taken on this at the current time.

Membership Report: The chapter needs to use the \$147 membership recruitment scholarship from the National Office prior to January 20th. It was suggested that the money could be used in conjunction with the holiday social. If a member brings a nonmember to the event that joins the chapter, the member would receive a special prize to be announced at a later date. Another option presented was any member who brings a potential new member gets to select an AGA item out of a basket.

Newsletter: The November newsletter was approved for distribution. Russell will send the most recent version to Walt to distribute by email this week. It was decided that a newsletter should be sent out every month even if only one page in length. Communication of education events and other happenings to the membership in a timely manner is very important.

Technology Purchase: Boyd has been shopping around for a laptop, projector, and screen. No purchase has been made at this time. These items will allow the chapter

flexibility in training locations since it will not be dependent on the venue providing these items.

Community Service: Nickie reported Volunteer Income Tax Assistance (VITA) training is January 2nd and free to all VITA volunteers. This will be included in the next chapter newsletter. The chapter has maxed out on points in the Community Service category of the Chapter Recognition Program. Nickie will work on door prizes for the holiday social. She asked for help from anyone who has connections in the community; Marti will contact Topeka Civic Theater about a ticket donation.

The loose change program raised \$15 in July and \$7.81 in September. A check will be made out to Race Against Breast Cancer and Nickie will handle the mailing so she can include a personal note from the chapter.

Holiday Social: The Holiday Social will be held Friday, December 9th at Boyd's residence. The invitation will only be sent to members. Nonmembers who are potential members will be allowed to attend only if they are sponsored by a current member. The board voted to allow Nickie to spend \$100 on door prizes for the Toys for Tots raffle. Boyd assigned the following to serve on the planning committee with him: Russell, Walt, Nickie, Marti, and Melinda.

Other ideas discussed were each board member donating a prize/basket for the raffle and the chapter paying for the ingredients for Walt to brew a special beverage for the event.

The planning committee will meet Tuesday, November 8th at 5:30 at Old Chicago.

Other Business: Boyd is checking the PO Box and will let Marti know when he receives his chapter credit card. This will signal that the credit card company has switched everything from Marti to him. The board approved getting Paula a credit card to pay for the monthly luncheons and audio conferences. Boyd will add her once everything is switched to him.

The chapter voted to make a \$25 memorial contribution to the Washburn University Foundation in the name of member Dr. Thomas Clevenger who passed away in October. Boyd will mail the check along with a personal note from the chapter.

The board is interested in getting non-members involved with the chapter through committees. Melinda will contact a former board member who expressed interest in becoming involved again.

Next Meeting: Tuesday, December 6th at 5:30. The location will be the Fox Ridge Townhomes Clubhouse (Nickie to reserve).