



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

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

Members Absent: Linda Farlow, Valerie Swartz, Kathy Bohnhoff

Approval of Minutes: Minutes from the November meeting were reviewed. Marti made a motion to approve; Nickie seconded. Minutes were approved and Melinda will send the final version to Walt to post to the website.

Treasurer's Report: No financials were provided. Boyd was able to provide the following bank balances: Checking – \$2,194, Savings – \$6,570, CD – \$6,142. Russell has expressed interest in assisting the treasurer catch up on entering items in Quickbooks and preparing financial statements. The board is concerned no financial statements have been provided and whether there are outstanding bills that could affect the current bank balances.

Chapter Recognition Program: Marti has been tracking and entering the points into the national website.

CGFM: No report. Board discussed upcoming CGFM month. Kathy will be contacted to let her know the Governor's Office requires paperwork several weeks in advance for a proclamation.

Luncheons/Audio Conferences: Paul Davis will speak at the February event. Two dates have been booked at Jayhawk Tower. It was decided to hold onto both dates in case of inclement weather.

During Paula's discussions with Jayhawk Tower, it was noted that the chapter has not been charged for the room since a past board member works in the building. If it is cost effective, the board has shown interest in paying for this past board member's membership fee to continue to save room rental costs.

Brickyard Catering has requested a final count two days before an event. Typically more people show up at events than are RSVP'd, so this should not be an issue (paying for meals of those who are no shows). Changing the RSVP policy to allow a more accurate headcount was discussed; no change will be made at this time.

The quality of the audio conferences from the National Office has been low. The chapter has the option of purchasing the CDs after the event and using them at a later date. The pro of this option is the chapter will be better able to match the topic of the luncheon speaker and the audio conference. A con is attendees will not be able to print their CPE certificate directly from the website and the chapter would need to provide the forms and track the hours. The treasurer should have a copy of the event announcement and the sign in sheet in her records to see who attended an event. The same information should be available in Quickbooks. The board agreed to go forward with the December audio conference since the announcement has already gone out (Boyd to purchase this week). Paula will research the audio conferences offered through Thompson.

Boyd and Paula have spoken with Kent Olson about providing SMART training. This would be more technical in nature and could be held in one of the state computer labs, which would limit registration. Several members were SMART trainers during the software implementation and could be utilized for this training series. Boyd will email the prices for using the computer labs.

The pricing structure of events needs to be reviewed; there needs to be added value for being a chapter member. This will be tabled until the board makes a decision on how to move forward with audio conferences. Until then, a note will be added to the bottom of education announcements about joining the chapter.

Marti made a motion and Rowena seconded that the audio conference director should not be required to pay to attend the audio conferences since it is a required part of their position duties. Motion passed.

Paula distributed an updated six month education plan and drafts for two one day education events, one to be held in Lawrence and one to be held in Topeka.

Additional note: It was clarified that the chapter does not have a CPE quota for each year.

Membership Report: The membership director will need to contact members during renewal season who joined during the program year in order to let them know they should be billed a pro-rated amount for the upcoming year. The National Office has a history of billing issues for these first full year members.

Newsletter: The newsletter is ready to be distributed. Russell will send to Walt to distribute by email.

Technology Purchase: Boyd purchased a laptop and projector during November. The \$1,000 budget was exceeded by about \$169, but the purchase included an HDMI cable, setup, and a two year warranty. The system will be used for the first time during the

December educational event. The backup QuickBooks file, which includes several years' of data, will be loaded onto the laptop.

Community Service: Nickie reported she has approximately sixty door prizes for the holiday social. Tickets for the raffle will be \$5 each. Money raised will be used to purchase items for Toys for Tots.

Holiday Social: It was reported 17 people have RSVP'd. Walt will send out a reminder email.

Other Business: The Sectional Leadership Meeting – Regional (SLM-R) will be held January 21st in Kansas City. The chapter will discuss who to send once the final details and invitation are received. The chapter has paid the registration fee in past years.

The Section Leadership Meeting (SLM) will be held in Las Vegas on May 17 through the 19th at the Planet Hollywood Resort. The chapter can use this trip to recruit new members to the board.

The nominating committee needs to be formed to find individuals to serve on the board next program year. It was decided the entire board will make up the committee. The committee will determine which positions are more critical to the functioning of the chapter. There is currently no president elect for this program year.

Next Meeting: Tuesday, January 3rd at 5:30. The location will be the Fox Ridge Townhomes Clubhouse (Nickie to reserve).