



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
January 3, 2012**

Members Present: Boyd Jantzen, Paula Hinman, Melinda Richter, Nickie Roberts, Russell Shipley, Linda Farlow, Kathy Bohnhoff

Members Absent: Walt Darling, Marti Leisinger

Approval of Minutes: Minutes from the December meeting were reviewed. Russell 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: Rowena has resigned from the treasurer position; Russell will assume treasurer duties for the remainder of the program year. Russell and Boyd will visit the bank this week to get him added to the accounts. Balances for the following accounts were provided by Boyd: checking – \$3,158.88; savings - \$6,571.31; CD - \$6,172.89. Paula will not be receiving a chapter credit card; she prefers to use her personal credit card and receive reimbursement.

Boyd has been checking the post office box; the semi-annual is due.

Chapter Recognition Program: No report.

Luncheons/Audio Conferences: The accountability chair for the region, William Miller, has contacted the chapter about speaking at an upcoming event. Steve Anderson will speak next Wednesday. Paul Davis is confirmed for the February 8th event. Paula will contact Steve Morris about speaking in March.

Bogus registrations are coming in for events. Boyd will contact Walt about this.

Diversifying the types of speakers was discussed. This may bring in a greater range of government employees. The chapter would also like to find speakers from some of the larger agencies in hopes that they will send their staff and start supporting the chapter.

Finding a room for the full day March 28th event in Lawrence has been difficult. The room used in the past is not available, and the available room only holds 25. Gina Craig has assisted in the past and will waive the room fee. Linda will research the pricing structure used in the past. It was suggested skipping the audio conference and getting a live speaker. Membership scholarships for attendees were also discussed. The date

will be included in the next newsletter and announced at the upcoming professional lecture series sent.

Membership: The chapter currently has 64 members, eight of which are new for the year. Linda attended the regional and national conference calls for membership.

The chapter recruitment scholarship money was used at the holiday social since it was advertised as a “bring a non-member” event.

Linda will provide membership applications at the next education event as well as other handouts from the National Office.

In order to gain more early career members, events need to be advertised at Washburn University. Boyd will find a contact.

It was noted that many agencies will pay for trainings, but not memberships, so it does not matter to some individuals if they are a member. The chapter needs to find a way to show the value of membership.

Community Service: Nickie provided a list of the businesses that provided door prizes for the holiday social. These will be included in the next newsletter.

The December loose change program collected \$7.95. This was added to the amount collected at the holiday social (\$330) and used for Toys for Tots. All items have been dropped off to the Marines, and thank you notes have been sent to the businesses.

The chapter had no VITA volunteers this year. The loose change program for January through March will benefit the Rescue Mission.

CGFM: State proclamations are signed the fourth Friday of March and the request needs to be sent in six weeks in advance. Board members should be present for the signing. Kathy will contact the city to see what is required for a proclamation.

Three people have shown interest in a CGFM study group. Boyd will reach out to two others who have shown interest. It was noted the chapter receives points for any applications turned in.

Communication: Russell will send out the newsletter draft tomorrow. Board member recruitment info will be added.

No report on the website.

Holiday Social: Boyd reported the holiday social expenses were below the \$500 budget.

Board Recruitment: Rowena and Val have officially resigned. Key positions that must be filled are President, President-Elect, Secretary, and Treasurer.

Current board members need to let Boyd know by February 1st if they are interested in serving another year. Only the treasurer position cannot serve back to back terms.

RVP Visit: Regional Vice President Mark Runyon would like to visit the chapter and attend an event. Melinda will contact him about attending the March 28th full day event in Lawrence.

SLMR: A motion was made by Russell and seconded by Linda to pay the \$25 registration fee for board members to attend the Sectional Leadership Meeting Regional to be held in Kansas City on January 21st. Motion was passed. Melinda will RSVP those interested in attending.

SLM: The Sectional Leadership Meeting will be held May 17th – 19th in Las Vegas. Travel expenses are paid by the National Office for five board positions: President-Elect, Membership/Early Careers, CGFM, Education, and Accountability. Boyd, Russell, Nickie, Linda, and Melinda have shown interest in attending. The RSVP deadline is in March so more will be discussed at the next board meeting.

Other Business: Thank you notes were received from Novella Clevenger and Washburn University for the chapter's donation to Dr. Tom Clevenger's memorial fund. Thank you notes were also received from the Race Against Breast Cancer for the chapter's support at the race and from Allen County Community College student Alan Ehrle, who received the chapter's academic scholarship.

Russell provided a handout on FAQ for Nonprofit Board of Directors.

Regional calls need to be attended. If someone cannot attend the call for their board position, a backup needs to be found.

There is currently no chapter budget for the year. A budget needs to be developed.

Next Meeting: February 7th at Fox Ridge Townhomes Clubhouse (Nickie to reserve).