



**Chapter Executive Committee Meeting Minutes  
Topeka Chapter  
February 7, 2012**

**Members Present:** Boyd Jantzen, Paula Hinman, Melinda Richter, Nickie Roberts, Russell Shipley, Linda Farlow, Kathy Bohnhoff, Walt Darling, Marti Leisinger

**Members Absent:** None

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

**Treasurer's Report:** Russell provided the current bank balances and gave an overview of the chapter's financial position. The books have been switched back to a cash basis.

A \$300 electronic deposit was received from the State of Kansas and it is unclear at this time what agency has issued it. Brickyard Catering has requested a check re-issue due to the original check being ruined. It was decided to not put a stop payment on the original since it will be costly.

Quickbooks is no longer being used for invoicing and reconciling attendees of the education events; instead the sign in sheets will be used for audit purposes since they contain signatures.

**Budget:** Boyd reported a budget has not yet been prepared for the 2011-2012 program year.

**Chapter Recognition Program:** Marti provided the current standing on the CRP. The chapter should have no problem maxing out in the categories of leadership, education, community service, communications, and awards. The chapter is struggling in the categories of membership and early careers, CGFM, and accountability.

**Education:** Paula reported she has not gotten any notifications about education related conference calls from either the national office or the regional team. It was verified she has been listed as the education contact. Walt will follow up with Frank Faughn, Regional Education Coordinator, to ensure he has Paula's correct contact info.

Jayhawk Tower will start charging \$50 per room reservation unless the chapter has a member who is a tenant of the building. It is unclear if the member used to currently get the room for free will renew his membership. Brickyard Catering is now requiring a guaranteed number for their food count.

The benefits of agency memberships were discussed. The advertising at the national level for these memberships is not as beneficial as if the advertising was done on a local level.

Paula provided a draft of the March 28th full day training schedule to be held in Lawrence. The agenda will be emailed out by Walt and provided to those that attend the monthly lecture series tomorrow. The room space is limited so options as to how to handle excess reservations was discussed. Memberships will be provided to those that attend, unless their agency pays memberships.

The agenda for the full day training to be held in Topeka on May 23<sup>rd</sup> is being put together. Possible speakers include Brandon Yorkee, Harry Heflen, Karen Linn, an individual from RubenBrown, and the Dean of the Washburn school of Business.

Boyd will be meeting with Michaela on February 23<sup>rd</sup> regarding SMART training. She has stated her boss will not allow her to help with the chapter's SMART trainings. Kent Olsen and Cheryl Buxton have already shown interest and have offered the Landon State Office Building computer lab at no charge. These events will begin in April or June. It was discussed providing these trainings in place of the audio conferences, and also providing breakout sessions at the May full day training.

Steve Morris was tentatively scheduled to be the March luncheon speaker. He has not responded, so Boyd will contact Scott Bruner to take his place. No audio conference is scheduled for March so the date for the luncheon is flexible.

**Membership:** Linda reported the chapter has two new members. Membership renewals are due March 31<sup>st</sup>. The National Office no longer sends out membership cards or renewals; instead, members can renew online and print their membership card. The CGFM can also be renewed online, so Kathy will send out a reminder to all CGFMs.

The chapter has members in the 25 and 30 year categories. A list will be put in the next newsletter congratulating these members on their years of service.

**Community Service:** Nickie reported the Topeka Rescue Mission is the current chapter focus. The loose change jar was not set out at the January meeting so no funds were raised.

**CGFM:** Kathy reported the proclamation requests for the State of Kansas and the City of Topeka have been sent in for March. It was decided a proclamation would be better

signed in February so the entire month of March could be promoted so she will see about moving it up a month.

Several individuals have shown interest in a study group; names and contact information should be forwarded to Kathy.

**Communication:** Russell reported a draft of the newsletter will be sent out tomorrow and he still needs a president's message to complete the publication. A few chapter members sent in questions regarding the last accounting corner so adding a question and answer section in the future was discussed.

Walt reported the email list has been cleaned up. The bogus registrations that have been coming in through the website are caused by a harmless virus. This can be fixed by buying a software package and updating the website; since the registrations are more of a nuisance at the moment, no action will be taken at this time.

**Board Recruitment:** Paula has agreed to step into the president-elect position for the remainder of this year while also in her education role. The following list of officers was tentatively set for the 2012-2013 program year:

President: Paula Hinman  
President-Elect and Education: Russell Shipley  
Membership and Early Careers: Linda Farlow  
Community Service: Nickie Roberts  
CGFM: Becky Brown  
Treasurer: Boyd Jantzen  
Secretary and Newsletter: Melinda Richter  
Website: Walt Darling  
Accountability: Kathy Bohnhoff

Some roles were combined in order to make sure all positions were filled. If other members can be recruited, the above list will be adjusted.

**RVP Visit:** Mark has a prior commitment the same day as the March event in Lawrence. He will be sent the details for the May event in Topeka in hopes that he can attend.

**SLM:** The Sectional Leadership Meeting will be held in Las Vegas on May 18-19. The National Office will pay for the majority of expenses. The following will be attending: Marti (filling in for president slot), Russell (Education), Linda (Membership), Melinda (will be filling in for CGFM slot), and Boyd (filling in for accountability slot).

**Other Business:** The holiday social date for next year was discussed; it would be beneficial to set a date and RSVP a location now. Walt has agreed to host the summer social again this year.

Boyd and Paula will be attending the National PDC held in July in San Diego.

**Next Meeting:** Wednesday, March 7<sup>th</sup> at Fox Ridge Townhomes Clubhouse (Nickie to reserve).