



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

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

Members Absent: Russell Shipley

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

Treasurer's Report: Boyd and Russell will meet over the weekend to update QuickBooks. The board expressed concern about the loss showing for the program year. Questions were asked regarding the backup documentation for credit card transactions. These issues will be revisited next month. The board would like the treasurer's notebook to be available for review at the next meeting.

Budget: Boyd presented a draft budget for the current year. It was asked that he email it to the board so it can be compared to previous years.

Chapter Recognition Program: Marti reported the chapter is approximately 1,500 points away from receiving a platinum award for the year. The areas that are lacking are membership with a focus on early careers and the accountability section. By setting up a Facebook page, the chapter can receive 300 points. Walt will set up the page and Nickie has recommended having more than one administrator.

Boyd would like to get a Washburn University student to do a citizen centric report for points in both the accountability section and early careers. Another idea discussed to boost points was playing the AGA video at the monthly luncheon meetings.

Paula suggested offering the March full day event to students at a reduced price of \$50 which would cover their \$30 membership fee. Most of the speakers are professors and can advertise the event to their students.

The chapter would like to find a way to advertise AGA events at the local universities.

Education: Walt has been contacted regarding what will be done about the January event that the speaker was not able to attend. It was decided to hold a luncheon in May with two speakers and charge \$20 for members and \$30 for nonmembers. Those that paid for the January event will be sent an email and receive the event for half price.

The chapter has a member renewing who is a tenant of Jayhawk Tower so the rooms will continue to be free of charge.

Boyd is still in contact with A&R staff regarding the SMART training. No firm plans have been made.

The logistics concerning the March event membership renewals were finalized. Attendees will be asked to fill out a membership renewal form or a new membership form and submit a check with their CGFM fees and the chapter will send this to the National Office along with a chapter check.

The May PDC speakers are being confirmed; so far Karen Lynn, Brandon Yorke, and Scott Lloyd have been committed to speaking. No word has been received from RubenBrown and the Dean of Washburn University.

Membership: Linda reported one member has requested a copy of the National Scholarship form. There are three Kansas residents on the members-at-large listing, so Linda will contact them to see if they would like to transfer to the Topeka Chapter.

Community Service: Paula reported \$5.32 in loose change was collected at the February meeting for the Topeka Rescue Mission; she has given the change to Nickie to deposit. Nickie asked that someone remind members at the next meeting to continue collecting pop tabs for Ronald McDonald House and hotel samples for the Topeka Rescue Mission. A Ronald McDonald cardboard collection house will be displayed at the next luncheon.

CGFM: Kathy reported a proclamation will be issued by the City of Topeka and it was decided to attend the March 20th council meeting at which it will be signed. She will send the time and location by email. A study group was recently held and three people attended. The website now has a CGFM page.

Communication: Walt gave a report on the recent website changes and has asked that the board continue to send him updates.

National PDC: Boyd will be attending as the current president. Paula, eligible to attend as president elect, had declined her spot. Both Marti and Russell have shown interest in attending in her place and a decision will be made at the next meeting. Boyd will reserve two rooms.

Next Meeting: Tuesday, April 3rd at Fox Ridge Townhomes Clubhouse (Nickie to reserve)