



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
June 19, 2012**

Members Present: Boyd Jantzen, Paula Hinman, Melinda Richter, Nickie Roberts, Linda Farlow, Kathy Bohnhoff, Marti Leisinger, Russell Shipley, Linda Shaver, Becci Brown, Anna Lippold, Marie Winter-Zima

Members Absent: Walt Darling

Board Member Introductions: Board members introduced themselves since both incoming and outgoing members were present.

Approval of Minutes: No meeting was held in May, so no minutes to approve.

SLM Special Meeting Update: A special CEC meeting was held during the SLM with Laura Logan, incoming Midwest Region Vice President, in attendance. Per the minutes of this meeting, Laura will be holding a conference call in the near future for all the board presidents in this region. The chapter will reimburse Scot Boyd, a recent event speaker, for his travel at the current IRS rates. Boyd will be putting together the chapter's donation basket for the National PDC Community Service Raffle and will obtain a Kansas City Steak gift certificate and seasonings. Russell made a motion to approve the minutes of this meeting and Linda seconded. Minutes approved.

Treasurer's Report: Russell reported the financial statements for May were emailed to the board. Cash is around \$2,000 higher than at this time last year. The money makers for the year were the full day trainings; the monthly luncheons were more break even events. Boyd's National PDC registration has not yet been paid, so this will impact the balance.

Chapter Plans: It was noted all chapter plans were submitted to the National Office by Walt on June 15th.

Budget: Boyd emailed the budget for the 2011-2012 program year. The actuals column is based on the May income statement. There were some issues with the way categories were reported, which will be fixed for the 2012-2013 program year.

CGFM: Kathy and Becci reported three members are signed up take the CGFM exams. The study group is currently on hold due to scheduling conflicts. Becci will bring a new CGFM exam incentive plan for vote at the July meeting. It was decided the plan

currently in place needs to be reviewed and reapproved every program year. Once the plan is approved, it will be advertised to the membership through the newsletter.

Becci and Kathy would like to see a CGFM training course held in Kansas City since it is a central location for the Midwest. They will contact the Regional CGFM Coordinator to see what needs to be done to make this happen.

Chapter Recognition Program: Marti reported the chapter reached Platinum status for the 2011-2012 program year. Points communication needs to be better for the upcoming year so Marti can ensure all possible points are reported. It was suggested each director be given a copy of the national website entry template to keep track of their own points to report to Marti for entry. Marti gave a recap of the different categories. Two areas that the chapter has struggled with in the past are Early Careers and Accountability. If the chapter plans are followed as written, platinum status will be achieved again for the upcoming year.

Membership/Early Careers: Linda F. and Linda S. reported as of today the chapter has 56 members, down from 65 in March. Five people have joined and fourteen did not renew. Members have until the end of June to take advantage of the scholarship offered at the full day education events.

Early career members desire different types of events than full members, so the chapter needs to tailor some events specifically to this group. Boyd will forward RubenBrown contact information to Linda S. so she can check about a possible sponsorship for an early career event. The chapter could also partner with the Kansas City Chapter to host an event.

Accountability: It was decided the chapter needs to do a citizen centric report on the chapter. The different sections could be assigned to various committee members. Boyd and Kathy will be contacting Allen County Community College and Washburn University for their assistance.

Education: Paula reported the May event had twenty-eight in attendance and the June event had twenty-six. More people showed up at both events than registrations received. There seems to be a problem with the registration website and Paula has been in contact with Walt about it. Russell will add a note to the bottom of the education announcements that a confirmation email should be sent to the registrant and if this is not received to contact him.

Russell reported the next education event will be held July 11th with Ron Estes speaking on Unclaimed Property. No speaker has been arranged for August. Jim Martin will be the speaker for September. Russell is working on a full day training in Lawrence, tentatively set for October 24th. A four hour event will be held November 9th in Manhattan; the KSU Alumni Center and the Hilton are being researched as possible locations. A day and a half event is being planned for May for Topeka. The chapter

prefers to not pay for speaker fees. It was noted the National Office will send one speaker per year to the chapter free of charge.

Community Service: Nickie reported a donation was made to the Topeka Rescue Mission in the amount of \$145.04, of which half was collected through the loose change program and the other half was matched by the chapter. She passed on the information about Kansas City Steaks to Boyd since he is putting together the raffle basket for the National PDC Community Service event.

Anna educated the board on the organization "A Little Thunder." She would like to make this Kansas City based organization that donates care boxes to people who have lost an infant the chapter's focus for the first quarter of the program year. She will send their website to Russell to include in the education announcements and will also speak about this fundraising opportunity at the next education event.

Hotel toiletries will continue to be collected for the Topeka Rescue Mission. If the chapter focuses on a national charity, the National Office will match any chapter contributions. No extra CRP points will be earned for doing this. American Red Cross was discussed as being a quarterly community service recipient.

Communication: Russell would like to have newsletter articles by the last day of the month so he can send out the newsletter by the 5th of the month. This will allow the educational event announcements to go out before the event.

There was no report on the website.

Summer Social: The summer social will be held July 13th at Walt's house. Boyd will contact Walt for more details. Russell will prepare an announcement to send out to those on the email listing. Boyd will do all the shopping for the event after an RSVP count has been received. Attendees will be asked to make a donation to A Little Thunder. Marti made a motion to set a \$300 budget for this event; Russell seconded. Motion approved. The event will begin at 5:30, with grilling to begin at 6:00.

National PDC: Boyd and Russell will be attending. Boyd will attend the National Board Meeting on Sunday in order to vote on issues for the chapter.

Other: Meetings for the upcoming year will be held the 3rd Tuesday of each month at Berberich Trahan.

Paula and Russell reported the chapter is getting low on speaker gifts. Russell will provide a list of purchase options/items at the next meeting.

Russell made a motion to approve the purchase of a receipt book for the registration table at event and Paula seconded. Motion was approved.

The date on the 990 postcard filing has been incorrectly reported for several years as March 31st. Rather than modify the bylaws to change the chapter's fiscal year end, Russell will contact the IRS to get this corrected to June 30th.

Marti reported she will be in charge of this year's SLMR-R meeting. Paula made a motion to have Topeka host the event in Kansas City; Russell seconded. Motion was approved. The event has typically been held in January, but this can be adjusted if the chapter wants chooses.

Nickie has canceled her credit card, so Boyd is the only person currently in possession of one. Boyd will get cards for Paula and Russell. Boyd has agreed to keep the mailbox key and continue checking the mail.

Melinda will send out an email requesting everyone take an inventory of their AGA items to include past records, social event supplies, and speaker gifts, and mailbox keys.

Next Meeting: Tuesday, July 17th at Berberich Trahan.