



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
July 17, 2012**

Members Present: Boyd Jantzen, Paula Hinman, Melinda Richter, Kathy Bohnhoff, Marti Leisinger, Russell Shipley, Linda Shaver, , Marie Winter-Zima, Walt Darling

Members Absent: Linda Farlow, Becci Brown, Anna Lippold

President's Message: Paula thanked Boyd for serving as president for the last AGA program year.

Approval of Minutes: Motion made by Russell, seconded by Linda, to approve the meeting of the June, 19, 2012 CEC meeting. Motion passed.

Treasurer's Report: Marie has not been able to access the online banking account. A financial statement was provided based on what has taken place since she assumed the role of Treasurer. Paula needs to visit the bank for one more signature for switching the account over. Russell went over the June 30th financial statements. The chapter had a net loss of just under \$400 for the year. The status of the \$300 unidentified EFT was discussed as well as options to handle it. Marti suggested it be turned over to Unclaimed Property. Melinda, Paula, and Russell were issued chapter credit cards; Boyd's card is also still active.

Budget: Paula reported the budget is still in process. She's expending it to be more consistent with what was done in the past. She will have it available for review/vote at the next meeting.

CGFM: Becci was not available to report.

Chapter Recognition Program: Marti provided copies of the CRP entry form to the board to use in tracking points for the upcoming program year. If a board member does something that earns points, Marti has requested she be sent an email that includes where it fits into the program. September 30th is the next deadline. The Annual Report needs to be completed by this deadline and Walt has agreed to prepare it again this year. The financial review also needs completed by this deadline.

Membership/Young Professionals (YP): Membership – Linda F. was not available to report. Per Paula, the National Office has changed Early Careers to Young Professionals, or “YP.” Linda S. has someone at Allen County Community College who would like to start attending chapter events. She has also been making contact with Kansas State University. The chapter is interested in partnering with the university to offer a YP event.

Boyd has requested an accounting of the chapter funds from each of the Endowment Associations.

Accountability: Kathy reported the board needs to prepare a Citizen Centric Report on the local chapter. Marti reported this is worth 500 CRP points if completed by September 30th. The board was contacted by a faculty member at Allen County Community College who would like to have their class prepare a report, although it is unclear at this time what organization they would be doing.

Education: Paula reported the Lawrence full day event is scheduled for October 22nd. One speaker is confirmed (Rubin Brown), and other are being contacted. Russell reported Sandy Praeger, State Insurance Commissioner, will be the August 8th luncheon speaker. Pricing for full day and half day events was discussed, as well as offering early bird and group discounts.

Community Service: Anna was not available to report. Per Boyd, \$27 and a bag of items were collected to donate to A Little Thunder.

Communication: Russell reported the July newsletter was emailed to the contact list. The August newsletter is in process, and he hopes to have it released by the 5th of the month.

Walt reported the website can be used as a tool to store data from one year to another. He believes we need to rely more on Facebook and Linked In to engage members.

Purchase of Speaker Gifts and Attendee Items: Russell provided sample travel mugs and coasters from Western Associates. Other items being researched include mugs, umbrellas, large portfolios, and luggage tags. Linda S. suggested items be ordered to hand out at YP events. Ordering two years of items might allow the chapter to take advantage of economy of scale discounts. More will be discussed next month.

SLM-R: Marti has tentatively set the date for the SLM-R as of January 26th and it will remain in Kansas City. In the past, the meeting has been held from 10 to 4. The board would like to see a different room configuration than last year (round tables instead of rows). She will contact the Embassy Suites near the Plaza to start the planning process. Walt will start looking for sponsors. The chapter would like to have this event be more AGA fundamental focused than CPE related. Breakout sessions are an option

to provide new members with AGA basics, and others with the skills they would need for their board position. The sale of AGA Midwest Region shirts was discussed as a way to help subsidize the event.

Other Business: Walt would like to see a survey be sent to the membership. The National Office offers survey monkey free of charge and the past membership surveys should be saved and could be updated and reused.

Walt has not yet been reimbursed for the beverages he provided for the holiday social so he will be submitting an invoice.

Russell has sent a letter to the IRS to get the chapter year end corrected.

Next Meeting: Tuesday, August 21st at Berberich Trahan.