



## Chapter Executive Committee Meeting Minutes Topeka Chapter October 16, 2012

**Members Present:** Boyd Jantzen, Kathy Bohnhoff, Linda Farlow, Marie Winter-Zima, Paula Hinman, Russell Shipley, Walt Darling

**Members Absent:** Anna Lipold, Becci Brown, Linda Shaver, Marti Leisinger, Melinda Richter

**Approval of Minutes:** September minutes will be approved at the November meeting.

**Treasurer's Report:** The financial statements were distributed, and Marie reviewed Chapter income, expenses, and balance as of September 30, 2012.

**CGFM:** A member who is employed by the US Coast Guard has expressed interest in joining a study group for Part II of the CGFM exam. Plans are to form a study group for Part II of the exam after the first of the year. Linda Shaver and Becci Brown will be attending a review course for Part I and Part III of the exam on November 7<sup>th</sup> through November 9<sup>th</sup> in Jefferson City, Missouri.

**Chapter Recognition Program:** No report

**Membership/Young Professionals:** Linda reported that current membership in the Topeka Chapter stands at 56 members. She plans to conduct a survey of members and non-members on the current email list to determine what we might be able to do to encourage non-members to join and members to continue to be active in the Chapter. The last survey, which was conducted in May of 2010, received 49 responses. The board discussed how the questions might be worded to elicit the most informative responses, while keeping it short enough and simple enough to encourage maximum participation. Linda will compose ten questions to be used, and send these out to the board. It was also decided to enter responses in a raffle for a prize to help increase participation.

**Accountability:** The Topeka Chapter's Citizen Centric Report was submitted to National on September 29<sup>th</sup>. Discussion was held on obtaining printed copies of the report to distribute at Chapter events. Kathy will check into pricing at various printers. A suggestion was made to check with National to see if they might print copies for us. Kathy will contact Evie to see if they will do this.

**Education:** Budget Director, Steve Anderson will be the speaker for the November 14<sup>th</sup> Professional Lecture Series. Paula reported that everything is ready to go for the PDC in Lawrence on Monday, October 22<sup>nd</sup>. Currently there are fifteen registered for the conference. Russell will contact the speakers for the November 9<sup>th</sup> PDC in Manhattan to check on providing hand-outs, etc. There are currently six people registered for the event. Russell has contacted accounting professors in hopes of obtaining some student registrations. Students will be able to attend for \$15—the amount to cover the cost of the meal. Secretary of Commerce, Pat George was suggested as a Professional Lecture Series speaker for either January or February.

**Community Service:** A total of \$9.00 in loose change was collected at the October Professional Lecture Series. Discussion was held as to where the proceeds should be donated from loose change from now until the end of the year. A motion was made by Russell, seconded by Linda, and carried unanimously, to donate loose change for October, November, and December to the Topeka Rescue Mission. A question was raised on the total of loose change donations made to A Little Thunder, and Marie stated she would find the total and provide to Russell for inclusion in the November newsletter.

**Communications:** Website updates are current. Walt stressed the importance of using the website to keep our presence in front of people, hoping for more participation when the economy improves. Russell reported that he plans to have the November newsletter published by the 10<sup>th</sup> of the month.

**Other:** Paula reported that we have the umbrellas for giveaway at the Lawrence PDC, and that she has the other items coming on Thursday. Linda said that she will bring a supply of pens. There is nothing new on the steins, and those will not be available until the May event. Walt reported that the web page for the shirts we had discussed ordering is being closed down while their software is changed. Therefore, if we want to order the shirts, we will need to coordinate a batch order. Russell suggested purchasing a tripod to be used at the PLS and PDC meetings to direct participants to the room in which the event is being held. Boyd made a motion, seconded by Walt, and carried unanimously, to buy a tripod. Russell and Walt will make the purchase.

**Next Meeting:** Tuesday, November 20, 2012 at Berberich Trahan & Co., P.A.