



**Chapter Executive Committee Meeting Minutes
Topeka Chapter
November 20, 2012**

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

Members Absent: Anna Lippold, Becci Brown, Kathy Bohnhoff, Marti Leisinger,

Opening Remarks/President's Update: It isn't too early to start recruitment for the 2013-2014 board. Marie has agreed to be treasurer again if the bylaws are revised to allow her to serve more than one consecutive term. Russell will move up to president and Linda S. has agreed to serve another year as the director for Young Professionals. Boyd, Linda F., Melinda, and Paula would also like to serve on the board in some capacity. Walt has agreed to assist with the nominating committee.

Linda S. made a motion, and Walt seconded, to purchase nametags for the existing membership. A substitute motion was made by Russell and seconded by Walt to purchase nametags for only those members who most frequently attend events, or anyone who infrequently attends but requests a nametag.

The chapter would like to purchase a tripod and sign board to set up at meeting locations. Russell has been researching and will follow up with vendor suggestions for the sign.

Approval of Minutes: The September and October minutes were approved.

Treasurer's Report: Marie presented the October financials and gave an overview of the month's income and expenses. The Lawrence event made around \$1,400 after expenses and the Manhattan event made around \$500.

Paul Davis Event Refunds: Russell will send an email to all those who attended the event at which there was no speaker to let them know they can attend one event between now and March free of charge. They must redeem by using a ticket included in the email.

CGFM: Becci and Linda S. attended the CGFM exam Section I and III study courses in Jefferson City hosted by the Mid Missouri Chapter. Section II will not be offered by that chapter until next fall. If the Topeka Chapter can generate enough interest, the chapter would like to host the Section II course within the next couple of months in order to take

advantage of a special pricing structure offered by the National Office. Discussions about partnering with the Kansas City Chapter and holding the event in the week concurrent to the SLM-R in January followed.

Chapter Recognition Program: No report.

Membership/Young Professionals: Linda F. reported the \$140 membership scholarship from the National Office must be used by the end of December. It was decided to use this towards the holiday social and encourage attendees to bring their friends and coworkers who are potential members.

The membership survey has been prepared and participants will have the option to include their name and contact info in order to be entered into a raffle for a free membership or renewal.

Linda S. reported there will be additional career fairs this spring.

Boyd attended the scholarship dinner at Allen County Community College. Nicci Denny, an Allen County Community College business instructor, will be assigning her classes a citizen centric project.

Accountability: Per Kathy's email, the National Office printed one hundred copies of the chapter's citizen centric report. She is researching to see how much it would cost to get additional glossy brochures printed.

Education: Russell reported Julia Jenson, FBI will be the December 12th PLS speaker. A two day PDC is being put together for May.

Community Service: Boyd reported Anna held a bake sale to benefit A Little Thunder. Toys for Tots will be the beneficiary of the holiday social donations.

Communications: Walt reported INK has recently undergone security and software updates/modifications that impact his method of updating the website. Per Paula, members have contacted her asking why the page showing the board members no longer includes email address links. Walt has agreed to add these back.

Please send all newsletter items to Russell.

Speaker Gifts/Giveaways: The company producing the mugs has been unresponsive, and no further contact will be made. Additional giveaway items will be purchased towards the end of the program year.

Bylaws: A motion was made by Russell and seconded by Linda S. to amend the bylaws to allow the Treasurer to serve up to a three year term.

SLM: The Sectional Leadership meeting will be held in Los Angeles, California on April 18-20, 2013. In the past, the National Office has paid for five board positions to attend. This can be used as recruiting tool for the upcoming program year.

SLM-R: Marti has entered into a contract with the Embassy Suites near the Plaza and has asked that the chapter reimburse her. A motion was made by Russell and seconded by Boyd to reimburse her for the expenses she has incurred related to the contract (\$225 deposit, \$262.50 due 45 days prior to the event, and \$262.50 plus service charges due the day after the event). It is unclear if this includes the meal costs for the event, so a cost per attendee will be set by email after additional details are received.

Holiday Social: Boyd provided details regarding the social. It will be held at his home starting at 5:30 and will feature sandwiches, cheesy potatoes, brownies, and beverages. He would like RSVPs by November 30th. He and Anna are securing raffle items and donations and a \$5 donation for Toys for Tots will be requested from attendees. Russell made a motion and Linda F seconded to set the budget for the event at \$350. An amended motion was made to set the budget at \$350, which includes the \$140 membership scholarship (\$210 chapter funds plus the \$140 membership scholarship). Melinda will prepare an announcement to be sent out tomorrow.

Other: Paula presented Boyd with a plaque at the Lawrence event for his year of service.

Next Meeting: Tuesday, December 18th, at Berberich Trahan & Co., P.A.