

## **Board of Directors Meeting Minutes 6/27/13, 11:00am**

### **1. BOARD of DIRECTORS ROLL CALL:**

- Attending members: Candace Schroeder; Scott Richardson; Terri Williams; Michael Carter

### **2. PAST DUE MEMBERSHIP PAYMENTS:**

- Timelines for set for reminders, 30-day, 60- day. A 90-day delinquency notice is to be drafted and sent to members for review.
  - i. Draft completed and sent 6/26.
- Removal from membership?
  - i. Board agreed not to remove members from membership list. Member benefits will be suspended until remittance of dues.
- Recommendation to add mandatory attendance for chapter officers and committee members in bi-monthly meetings.
  - i. Added to July 11 agenda.

### **3. CHAPTER FILINGS**

- One key filing date was overlooked in October 2012.
- Add filing timelines to Members' List workbook.
  - i. Timeline added to members list 7/2/13 and sent to treasurer

### **4. CHAPTER SPONSORED 2 OR 3 DAY NIGP CLASS**

- Scott Richardson has recommended a one-day seminar: cost is \$225 per person, 8-person minimum.
- Recommended that chapter pay 50% of cost for first 10 members. Voted and approved to add to meeting agenda for 7/11/123.

### **5. OPENING FOR OUTREACH POSITION**

- Attending board members voted unanimously to vacate position.
- Letter sent to Rick Compau on 6/27 on board's decision.
- Add item to July 11 meeting for volunteer to this position.

### **6. SURVEY RESULTS**

- Discussed results of chapter survey. Recommended adding chapter's website address to meeting agendas.

### **7. DISCUSSION ON CHAPTER BUDGET**

- Set chapter account minimum for FY14: \$1200
- Establish Chapter financial aid amount (per fiscal year): \$1500
- Other expenditures anticipated:
  - i. Chapter sponsored lunches: \$500 or less
  - ii. Education: \$1125

### **8. Next board meeting to be scheduled for June 2014.**

### **9. Adjourned 11:30am**