

NIGP
GRAND CANYON CHAPTER
Meeting Minutes

DATE: March 15, 2007

ATTENDANCE:

Aringdale, Kim	Finn, Denise	Menta, Merrill
Black, Lyle	Fisher, Anne Marie	Richardson, Scott
Brannen, Bill	Jewett, Barbara	Roberts, Becki
Colbaugh, Nancy	Kelly, Jana	Sedillo, Bobby
DiBiasi, Mark	Lingenfelter, Travis	Springer, Mary Jane

- 1) The members in attendance completed a ballot to elect permanent officers. Anne Marie Fisher collected the ballots and will e-mail a ballot the rest of the members that could not attend today. All ballots are due to Anne Marie in one week.

The ballots will be counted at that time and the elected officers will be sworn by the President of the National NIGP, Darrin Mathews in at the Chartering Ceremony on April 3.

It was agreed upon by the members in attendance that these elected officers will serve from now until July 2008, instead of electing new officers again in June. The Term of Office as noted in our Constitution commences on July 1 of each year, however since we are just getting established we have agreed to bypass the change this July.

- 2) Travis Lingenfelter has done a lot of investigating for banking services, and provided the members with an outline on information. The following items were agreed upon by the members:
 - a. Wells Fargo bank will be a good choice as they have branches in or near most cities in Arizona and have been around the longest without changing names.
 - b. To begin, we will probably only need a checking account and one debit card.

Travis will talk to Wells Fargo and get the answers to the information noted on the outline and send to Scott Richardson. Another question Travis will ask is if the bank will set us up with a commercial account at this time, while we are attempting to file as a Non-Profit. At that time, can we switch the commercial account to a Non-Profit for lower fees.

- 3) We have received the Chapter's start up funds of \$200 from National.
- 4) Scott has sent the papers off for the insurance and he is waiting on the non-profit package from the attorney.

- 5) Once the officers are elected, our meetings will follow Robert's Rule of Order as noted in Article VIII of the Constitution.
- 6) The Grand Canyon Chapter's Chartering Ceremony is scheduled for Tuesday, April 3, 2007 at 11:00 a.m. in the Board Room of Coconino County Administrative Building. It is highly encouraged that everyone attends and invites his/her upper management.

The President of National NIGP, Darin Mathews, and Jennifer Steffan, also of National will both be in attendance.

- 7) We agreed to have a luncheon at the County building immediately following the ceremony for members and invited guests. Flagstaff School District caters lunches at approximately \$7 - \$10 per person. Becki Roberts and Kim Aringdale will check into this and other options. Since we do not have a bank account yet, Scott said he could take checks made payable to the County and write one check for the catering. Members need to let Scott know ASAP if they or their agency can contribute funds for the luncheon.
- 8) After the luncheon, we will hold April's monthly meeting so those traveling will not have to take time off again during the month. This will be the first "official" meeting in which we will ratify the Constitution, vote and approve on the amount of dues to charge, and who will be the signers on the checking account. This information is required to be in the official minutes for establishing a checking account with the bank.
- 9) The amount suggested for dues is \$50 per person annually. We will not request dues for both this fiscal year and next, as most individuals do not have this in their budget this year. \$5 of each member's fee will be paid to NIGP.
- 10) We will have to start working on our By-laws at the May meeting. These must be created and approved within six months.
- 11) At this time, no one is able to provide a laptop to the Chapter. Dell has a website that has refurbished laptops at approximately \$400. Lyle Black of City of Lake Havasu mentioned they will be having a surplus auction soon and he will look into the availability of one.