**Chapter Executive Committee ~ Meeting Minutes ~ January 8, 2025, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Nicole DeSloover, Amanda Shoop, Katie Lowe, Cassandra Ryckman, Sarah Wellner, Shenal Premarathna, Jessica Duval, Tiffany Ripperda, Amanda Jandt, Brian Englund, Ally Kerr
2. Review, addition to, adoption of agenda
	1. Tiffany motions to approve, Katie seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Katie motions to approve, Brian seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $18,761.61
	1. Revenues: None
	2. Expenses: $2,010.21
		1. Webinar Gift Card prize to Hardware Hank - $25
		2. PDC prizes (heated blanket, marshmallow sticks, grill accessories, and meat thermometer)- $75.21
		3. PARS Holiday Meal Match - $1,910.00
	3. Other Note:
		1. Renew Storage Unit - $600 for the year
			1. Tiffany motions to approve, Sarah seconds. Motion carried.
		2. U.S. Postal Box Renewal - $170 for the year
			1. Tiffany motions to approve, Sarah seconds. Motion carried.
		3. Cassandra and AJ will set up a high-yield savings account at U.S. Bank.
5. Old Business
	1. 2024-2025 Webinars
		1. Calendar invites start at 1 pm for the webinar and social hour begins at 12:30 pm.
			1. Becker Hanson Building – Room B17
				1. April 23 – Data Analytics/Fraud
				2. May 7 – Risk Management
			2. Matthew’s Training Center
				1. February 5 – GASB Updates
				2. May 28 – Leadership
			3. $25 gift card for those who attend social hour and webinar.
				1. Gift Card Choice? Scooters, Brian will get it.
			4. Who would like to be in charge of February webinar?
				1. Katie and Amanda J will get it set up.
	2. 2024 – 2025 National Events:
		1. National Leadership Training – Date: February 19-20, 2025, in Washington D.C. or Virtual
		2. LEAD!2025 – Date: April 24-26, 2025, in Baltimore, MD
		3. PDT 2025 – Date: July 27-30, 2025, in Nashville, TN
	3. 2024 – 2025 SD Chapter Events:
		1. Lunch & Learns
			1. ~~Q2: October to December~~
			2. Q3: January to March
				1. Wednesday, March 12 from 12 – 1 pm @ Matthew’s Training Center
			3. Q4: April to June
	4. Chapter Audit:
		1. Matt is currently working on the audit and hopes to have it finished here soon!
			1. AJ will buy a $50 gift card to the movie theater as a thank you and appreciation for completing this task.
			2. Will make updates and get the changes and new document on the website.
6. Directors Reports
	1. ACE Reporting (Darcy)
		1. Second Pulse Check is due Saturday, February 1
	2. Accountability (Sarah)
		1. 15 responses from our Membership Survey
		2. Results are included in the email as an Excel document
	3. Bylaws and Procedures (Katie)
	4. Certification (Lacey)
	5. Communications (Nicole)
		1. Get to know CEC Board Members Survey Word Document
	6. Community Service (Allysen)
	7. Early Careers (Shenal)
	8. Education (Brian)
	9. Membership (Fabricio)
	10. Programs & Technical (Jessica)
7. New Business:
8. 2025 PDC (April 1 & 2, 2025):
	1. Venue – Drifters
	2. Keep doors locked until 7:30 am
	3. Speakers (total $13,650):
		1. Billy Morehead (Internal Controls and Green Book & Fraud and Ethics) - $1,500
			1. Booked April 1st @ 8 am & 1 pm
			2. Amanda will contact Billy about changing topics
		2. Kurt Schlicker (Subrecipient monitoring) - $5,000
			1. Booking for April 1st @ 10 am
			2. Waiting to hear from Kurt for one item on the contract and will send the contract to the board once I hear back from him.
		3. Mark Matteson (Freedom from Fear & Team and Trust Building) - $5,400
			1. Booked April 1st @ 3pm & April 2nd @ 8 am
		4. Tommy Stevens (AI & Excel Pivot Tables & Formulas) - ~~$1,750~~ $4,000
			1. Booking for April 2nd @ 10 am & 1 pm
			2. Contract in review with board members.
		5. Last session to fill is April 2nd @ 3:20 pm
			1. Steve Berg – Procurement
				1. Update
			2. Chris Kalafatis (Baker Tilly’s Risk Advisory practice)
				1. Topic – Fraud but has other topics if we don’t want another session on Fraud
				2. Cost – Free
				3. Ally will work with Chris to have him here during PDC
	4. Swag:
		1. Bluetooth Speakers
		2. Deck of Cards
		3. Pens
		4. Darcy has a couple of samples for potential swag items.
		5. How much was spent in the past?
			1. 2024 – total was $4,973.38. The big item was the Yeti Koozies that we bought for $3,783.38.
			2. 2023 - The big item was the power banks that we bought for $3,353.92.
			3. Table until the breakeven point.
	5. Raffle Items ($335.37):
		1. The only items left to buy are gift cards (Netflix & Amazon gift cards)
		2. Prize 1: Movie Night (Amazon Fire Stick, Heated Blanket, & $30 Netflix gift card)
		3. Prize 2: Backyard Social (Steal Fire Pit, Marshmallow roasting sticks, and yeti koozies)
		4. Prize 3: Camping Season (Coleman cooler, grill accessories, digital meat thermometer, and yeti koozies)
		5. Prize 4: Relaxation ($15 Amazon gift card and Amazon Kindle)
		6. Think about what organization we want to raise funds for.
			1. Feeding South Dakota
			2. Governor Grocery Program
				1. Tiffany motions to approve. All in favor. Motion carried.
	6. Other PDC preparation items:
		1. Registration forms
		2. Raffle ticket notification for city council
		3. Volunteer sign-up sheet for before and day of PDC
		4. Anything else that is missing?
9. Other Items of Note:
	1. Upcoming Events:
		1. GASB Update – February 5th @ Foss Building, Matthew’s Training Center
			1. Social Hour begins at 12:30 pm
		2. Treasurer’s Quarterly Chat – February 27th @ 2 pm
10. Adjourn to next meeting, February 12th, 2025.
	1. Katie motions to adjourn, Brian seconds. Motion carried.

Respectfully Submitted, Amanda Shoop