**Chapter Executive Committee ~ Meeting Minutes ~ May 8, 2024, ~ 12:00pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Jandt, Amanda Werre, Tiffany Ripperda, Amanda Shoop, Cassandra Ryckman, Katie Lowe, Fabricio Rodrigues, Nicole DeSloover, Jennifer Neely, Allysen Kerr, Sarah Wellner, Darcy McGuigan
2. Review, addition to, adoption of agenda
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Fabricio motions to approve, Amanda J seconds. Motion carried.
4. Treasurer’s Report (Jennifer) – balance $31,627.13
	1. Revenues $12,017.00:
		1. PDC 2024: $11,185.00
		2. Fundraiser: $832.00
	2. Expenses ($23,427.18):
		1. Annual Filing Fee: $10.00
		2. PDC 2024: $23,394.23
		3. Check Reorder: $22.95
	3. Jen filed SD Secretary of State Annual Report April 9th – Due June 1st
	4. Tiffany accepts as presented.
5. Old Business
	1. 2023-2024 Webinars
		1. Matthew’s Training Center Booked:
			1. May 22 – Leadership
			2. Who wants to bring snacks?
				1. Amanda Jandt will bring snacks.
	2. 2023 – 2024 National Events:
		1. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel.
			1. AGA provides a scholarship to help cover for hotel room cost. Deadline is June 11 or until all blocked room are booked, whichever comes first.
			2. AJ can forward the email to anyone interested.
	3. 2023 – 2024 SD Chapter Events:
		1. Lunch & Learns
			1. Q4: April to June
				1. Project Bison with Jason Lutz will be at Matthew’s Training Center from 12 – 1 pm on June 17, 2024. Room reserved starting at 11:30am for setup.
				2. What do we want to do for lunch? Going to try and get an estimate on what we think will come and reach out to Guads & Other Mexican restaurants for pricing.
6. Directors Reports
	1. ACE Reporting (AJ)
		1. Year-end reporting due 5/1/24 – Tiffany submitted. Should have reached the top level.
	2. Accountability (Sarah)
	3. Bylaws and Procedures (Fabricio)
	4. Certification (Lacey)
		1. Midwest CGFM Study Group
	5. Communications (Nicole)
		1. Get to know CEC Social Media Posts:
			1. Not Completed:
				1. Sarah, Darcy, Jennifer, Cody, Nicole, Fabricio & Cassandra
			2. May – Lacey & Amanda W
		2. Please send information to Nicole and AJ.
	6. Community Service (Allysen)
		1. Sleep In Heavenly Peace:
			1. Amount Raised at PDC: $832.00
			2. Amount Matched by National: $500.00
			3. Amount Matched by SD AGA: $332.00
			4. Total Amount sent to SHP: $1,664.00
	7. Early Careers (Cassandra)
	8. Education (Vacant)
	9. Membership (Cody)
	10. Programs & Technical (Amanda W.)
7. New Business:
	1. 2024-2025 Board Members due to AGA National June 15th for bonus points!
8. 2024 PDC (April 10 & 11)
	1. Survey Results Discussion
	2. CPE Certificates
		1. Do speakers get 2x CPE when speaking?
		2. AGA tracks
	3. Reimburse No-Shows/Day of Cancellations?:
		1. Tracy Boom – Didn’t Attend Did not pay
		2. Tami Darnall – Didn’t Attend Refund
		3. Mary Hoyt – Didn’t Attend Did not pay
		4. Jenny Johnson – Didn’t Attend (Think she was there the last session BFM/DLA panel)
		5. Randi Olson – Didn’t Attend Refund
		6. Amanda S to approve refund to Tami and Randi. Amanda J seconds. Motion carried.
	4. Update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
		1. Keith update per email sent 3/7
		2. Did we get the certificate updated?
		3. Updated, Tiffany will send out.
9. 2025 PDC (April 1 & 2, 2025):
	1. Venue:
		1. Drifters:
			1. Available starting March 24 through the entire month of April
				1. AJ is on vacation March 21- 30
			2. Estimated quote based on this year's PDC contract: $10,930.73
				1. If we want the room the night before to set up, we receive priority preference but if someone wants to book, Kayla will let us know and will need to make a decision if want to pay the night before
				2. We can decide on a date but sign the contract later
	2. Keep doors locked until 7:30am
	3. Amanda W motions to sign contract with Drifters April 1 &2. Darcy seconds. Motion carried.
10. Other Items of Note
	1. Upcoming Webinar:
		1. Leadership – May 22 @ 1pm – Virtual & Matthew’s Training Center
		2. Lunch & Learn 6/17 – Jason Lutz BISON Project Update
11. Adjourn to next meeting, June 12th.
	1. Amanda W motions to adjourn. Darcy seconds. Motion carried.