**Chapter Executive Committee ~ Meeting Minutes ~ May 14th, 2025, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Shoop, Amanda Jandt, Brian Englund, Darcy McGuigan, Tiffany Ripperda, Katie Lowe, Fabricio Rodrigues, Jessica Duval, Shenal Premarathna, Cassandra Ryckman
2. Review, addition to, adoption of agenda
	1. Tiffany motions to approve agenda, Cassandra seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Brian motions to approve, Fabricio seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $25,968.62
	1. Revenues: $4,698.51
		1. Chapter Dues - $1,457.51
		2. PDC Registrations - $2,470.00
		3. Fund Raiser Deposit for Governor Grocery - $771.00
	2. Expenses: $25,471.89
		1. PDC Expenses (Speakers: Mark, Tommy, Billy, Kurt, Speaker meal, and Drifters) - $25,446.89
		2. Webinar Gift Card (Brian) - $25
	3. Other Note:
		1. Cassandra filed the SOS annual report. Cost $10 to file
		2. Storage Rent Increase doesn’t go into effect until 1/1/2026.
		3. Setting up High-Yield Savings
			1. Waiting on this until confident.
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. Matthew’s Training Center
				1. May 28 – Leadership
			2. $25 gift card for those who attend social hour and webinar.
				1. Gift Card Choice?

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* + - 1. Who would like to be in charge of the webinar?
				1. Katie and Amanda
			2. Last month's webinars updated:
				1. April 23rd – Meghan Letellier (DLA) was the winner. Total of 6 attendees.
				2. May 7th – Julie Miller (DOR) was the winner. Total of 7 attendees.
	1. 2024 – 2025 National Events:
		1. PDT 2025 – Date: July 27-30, 2025, in Nashville, TN
			1. 2 CEC members are available for the hotel scholarship. Deadline is June 20th
			2. Agenda is available on AGA’s website
			3. Anyone interested in attending?
				1. AJ is working on an email to send out to all chapter members
				2. Encourage chapter members to go and suggest scholarship if needed
	2. 2024 – 2025 SD Chapter Events:
		1. Lunch & Learns
			1. Q4: April to June
	3. 2025-2026 Board Members
		1. Start thinking of potential candidates of who could join our board.
			1. Anyone interested in being President – Elect?
		2. **Due to AGA National June 22nd for bonus points!**
1. Directors Reports
	1. ACE Reporting (Darcy)
		1. Final pulse check was submitted on May 8th
		2. Won the Platinum Award for ACE Reporting!
	2. Accountability (Sarah)
	3. Bylaws and Procedures (Katie)
	4. Certification (Lacey)
	5. Communications (Nicole)
		1. Get to know CEC Board Members Survey Word Document
		2. Brian is up next.
	6. Community Service (Allysen)
		1. Governor’s Grocery Program
			1. Amount Raised at PDC: $771.00
			2. Amount Matched by National: $500.00
			3. Amount Matched by SD AGA: $271.00
			4. Total Amount will be sent to GGP: $1,542
		2. AGA National has approved our match request! A letter and check have been mailed.
			1. AJ is communicating with Harrison and will make arrangements to give her a check for the amount raised and SD AGA match amount
	7. Early Careers (Shenal)
	8. Education (Brian)
		1. 2 scholarship winners – Mekell Rockwell and Haylee Hauck
			1. Made a certificate to hand deliver once we receive supporting documents for reimbursement. Plan to take a picture with winners so we can put it on our Facebook page
	9. Membership (Fabricio)
		1. Won the growth award for membership growth!
		2. Make a poster
	10. Programs & Technical (Jessica)
2. New Business:
3. 2025 PDC (April 1 & 2, 2025):
	1. CPE certificates were sent out to all attendees on April 30th
	2. Break-even from PDC: We have a gain of $299.83
4. 2026 PDC (April 15th & 16th)
	1. Contract has been signed!
	2. Update/create documents for next year
		1. Registration form to include doors unlocking at 7:30 am
		2. Sign for Drifter’s door to be respectful and patient
		3. Speaker Information Form
		4. PDC informational email and the email that is sent to registered attendees a week prior.
		5. 15th Anniversary
			1. Bigger swag items and spend a little more
5. Other Items of Note:
	1. Upcoming Events:
		1. Treasurer’s Quarterly Chat – May 15 @ 2 pm
		2. Leadership – May 28th @ Foss Building, Matthew’s Training Center
			1. Social Hour begins at 12:30 pm
6. Adjourn to next meeting, June 4th, 2025.
	1. Brian motions to adjourn, Fabricio seconds. Motion carried.

Respectfully submitted,

Amanda Shoop