



## **Executive Committee Meeting Minutes Topeka Chapter November 16, 2016**

**Members Present:** Walt Darling, CPM; Nicole Malott, CGFM

**Meeting Location:** Norsemen Brewery; North Kansas Avenue; 5:15 PM

- Preparations for the upcoming event were discussed. We noted the CPE confirmation sheets were prepared, the Sign-in sheet printed, receipt book available, CGFM and membership applications prepared, and a list of upcoming events available so we could inform members of future events.
- The loose change program was discussed and it was decided that donations made by members would be matched by the Chapter and presented to the Toys-4-Tots Program.
- Walt Darling noted that the Original Charter Member Listing would be available at the meeting and passed around for members to see.
- Nicole mentioned that the discussion with National AGA on the changeover of the web site was scheduled for December 6<sup>th</sup>. This discussion with Louise would assist us in moving data and information from our current web page to the new web page.
- Discussion was held of the prospect of a 4-hour training program. It was decided that the topic should be on Ethics and that we should endeavor to obtain a speaker that had previously spoken on that Topic. Walt indicated he would contact Scot Loyd, a member in McPherson, KS to see if he could be our speaker.
- Nicole presented the Board with the Monthly Financial Report. The only expenditure was \$40 to renew our entity with the Kansas Secretary of State's Office.
- Nicole noted that the Chapter has three credit cards that had recently been renewed. She presented those to Walt with the recommendation that he activate his card, and that he contact the bank to have the other two cards canceled. The other two cards were for Paula Hinman and Boyd Jantzen. As those individuals are no longer serving on the board, the cards were not needed. She also recommended that she be added as a contact for the account, but without a credit card.
- The next meeting is scheduled for December 21, 2017 and will be held at the Norseman Brewing company at approximately 5:00 PM.
- The meeting was adjourned at approximately 6:00 PM.