

## May 2023 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met virtually on May 15, 2024. The CEC members present were: Jamie Chambers, Beth Farley, Heather Gillenwater (by phone), Kelli Herr, Marie Long, and Lisa Rutherford.

### Call to Order

Jamie Chambers called the meeting to order at 1:08 PM, on May 15, 2024.

April minutes were reviewed with no corrections. Marie made the motion to accept the minutes as written. Kelli seconded the motion.

### Officer Reports

- a) NCC – Jamie Chambers – no meeting since last meeting; no report
- b) Treasurer – Jamie Chambers for Angela Leshon – The balance in the account as of the end of April was \$ 20,753.41. Inflows for the conference received for the month totaled \$5,063.21 and related expenses totaled \$2,020.62.
- c) Membership – Jamie Chambers for Betsy Chapman – Per the information provided on the agenda, we currently have 93 members.
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – Our final ACE report for the program year was submitted on May 2<sup>nd</sup>. National had issues with their website preventing the submission of the report on the May 1<sup>st</sup> due date. National was aware if the issue and sent out an email. Lisa confirmed that National received our report when it was submitted after the site was back up. Our chapter had 2,900 points out of the 5,500 possible.
- e) Education/Meetings – Jamie Chambers for Betsy Chapman – Since we had a luncheon on the date of the meeting, the next luncheon will be in July. If no other speaker can be located, Jamie will be doing training on Pivot Tables and Excel Pivot Tables.
- f) Early Career – no chair – No update
- g) CGFM - Heather Gillenwater & Jamie Chambers –No applications for reimbursement for exams have been received at this time. Four people have signed up to participate in the Book 2 study group. Tentatively, the study group will start by the end of May.

- h) Community Service – Beth Farley & Jamie Chambers – The first hydration station volunteer activity for the Kanawha State Forest Trail Series will be May 25<sup>th</sup>. We have two people signed up for this event.
- i) Communications – No update
- j) Accountability – Marie Long – The CCR results are in. Our CCR received 71 out of 80 possible points. We lost points for not having a personal touch to the CCR through photos.
- k) Website & Social Media – Kelli Herr – Our social media (Facebook and Linked-in) has 182 followers. Our pages received 229 views and 27 reactions. Most activity occurred during the Spring Conference.
- l) Newsletter – Jamie Chambers – The May/June newsletter draft was sent out to everyone. After discussion, it was decided that information related to LEAD needed to be added to the newsletter before it went out to our members.

Old Business

No old business

New Business

- a) Board Members for 2024-2025

<b>Positions</b>	<b>Member (Tentative)</b>	<b>Notes</b>
President	Heather Gillenwater	
President-Elect	Lisa Rutherford	
Treasurer	Lisa Rutherford	
ACE	Available	Lisa will train a new member who is interested in the position
Education/Meetings	Emily Fleck	
Membership	Available	
Early Career	Kelli Herr	
CGFM	Cory Wade (tentatively)	
Community Service	Beth Farley	
Communications	Taylor Cole	
Accountability	Marie Long	
Website & Social Media	Kelli Herr	
Newsletter	Available	Jamie will do it if we don't have a member interested in taking the position

b) Position Description

In the coming year, a goal will be to have a complete position description for each position. This is something that several of the Board members believe was created, however, it is unclear where the information is located. Lisa still has access to Dropbox and will search for the descriptions.

Next Meeting

The next meeting will be virtual at noon on June 26, 2024.

Marie made the motion to adjourn. Heather seconded the motion.

The meeting adjourned at 1:38 PM.