



## Executive Committee Meeting Minutes Topeka Chapter June 1, 2016

**Members Present:** Walt Darling, Nicole Malott

- Discussions focused on a restart of Chapter activities for the 2016 – 2017 program year. The priority areas were as follows:
  - *Establishing regular monthly meetings for the Executive Committee*
    - *The third Wednesday of each month was proposed.*
    - *Completion, Review, Approval, and Publishing of Meeting Minutes, and the review and publication of financial statements.*
  - *Recruiting*
    - *Nicole has volunteered to take on the President-Elect Role. She will maintain Treasurer role for the current time and we will attempt to recruit a Treasurer-Elect*
    - *Walt will check with Kathy Bohnhoff to see if she will continue as the Chapter Recognition Coordinator or if she would like to take on President or Treasurer.*
    - *Walt will continue as President if Kathy does not accept it. He will maintain the website, and assist with Newsletter and Minutes until additional volunteers are recruited.*
  - *Chapter Recognition Program*
    - *This program is critical for the recognition of the Topeka Chapter as a functioning Chapter. Thus, critical areas will be:*
      - *Completion of Program Plans,*
      - *Publication of Minutes and Financial Reports*
      - *Submission of Officer List to National,*
      - *Establishment of Educational Program*
        - *Nicole has volunteered to organize two lectures*
        - *Walt has volunteered to organize two lectures*
      - *Distribution of Newsletter*
        - *Walt has proposed continuing the News Flash format and adding a President's message.*
      - *Coordinating CGFM Month Recognition*
- Discussion was also held in regard to potential volunteers available and interested in joining the Board.
- Nicole noted that she had completed the latest financial report. She submitted that report for financials as of 5/31/2016 for the Board's review.
- Nicole noted that a member had notified her that they had a box of old AGA Topeka Chapter documents stored in their basement that they would like to get rid of. She met with that person and took possession of the documents. Just before adjourning the meeting, she transferred the documents to Walt.
- The meeting was adjourned at approximately 6:10 PM.