



**Executive Committee Meeting Minutes**  
**Topeka Chapter**  
**09/20/2017**

2017 – 2018

**OFFICERS**

***President***

Nicole Malott, CGFM  
[nmalott@topeka.org](mailto:nmalott@topeka.org)

***Secretary/Treasurer***

Amy Bloom, MBA  
[abloom@topeka.org](mailto:abloom@topeka.org)

***Webmaster***

Walt Darling, CPM  
[Walt\\_Darling@hotmail.com](mailto:Walt_Darling@hotmail.com)

**Members Present:**

President, Nicole Malott, CGFM,  
Webmaster, Walt Darling, CPM,  
Secretary/Treasurer, Amy Bloom, MBA

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

- ❖ Discussed minutes of 08/22, corrections noted for spelling/add chapter titles on meeting minutes heading, approved as amended.
- ❖ Financials: Hand-off to Amy. Adding Amy to bank signatures next week. Income statement/Budget Summary reviewed. File 990 and SOS report on 9/25/17. September PLS revenue \$350 with loose change contributions with match total \$9.24 to Race against Breast Cancer (RABC). Net Income for September \$17.74. Walt moved to approve the financials; seconded by Nicole. Discussed need for annual review of financials. Nicole will follow up with a source that can perform a review.
- ❖ Website/Newsletter Update: End of month is deadline for Newsletter material.
- ❖ Discussed email list for PLS new attendees.
- ❖ October 11<sup>th</sup> – Webinar/Speaker planned (4 hour CPE event) at the Water Treatment Plant. Discussed Nov 15<sup>th</sup> (Spotting Fraud in Your Organization) and Dec 6<sup>th</sup> (Best Practices: Auditing and QA) as good topics for upcoming PLS.
- ❖ Discussed need to gear up recruiting efforts – Dane Cook expressed interest in being involved.
- ❖ Chapter Recognition Program – review and get with Nicole on possible points.
- ❖ Social Event? – Need to increase Chapter activity to get more involved before planning a social.
- ❖ Other Discussions: Chapter History (reviewed last update from 2013-14).
- ❖ The next meeting is scheduled for October 20, 2017 and will be held at Norsemen Brewing at 5:15pm.
- ❖ Motion to adjourn by Nicole, seconded by Amy. Adjourned at 6:15pm.