



## CHAPTER BOARD MEETING MINUTES- July 12, 2023

At noon, the Microsoft Teams meeting was called to order on July 12, 2023, by Mark Anderson, President. Roll call was held, and there was a quorum. The following members were in attendance Pete Waldman Esq., Adam Raad, Sarah Boggs, Barbara Strouse, Andrea Olden, Bruce Hardaway, Johnathan Kasper, Suzanne Price, Rossanna Asencio, Steven Murray, Virginia Anderson, Bonnie Ottaway, Richard Henkle, Mark Mendez, and Stephanie Gonzalez.

**Approval of Meeting Minutes:** The minutes for the board meeting on June 14, 2023, were presented to the board by email. Pete Waldman made a motion to approve the meeting minutes. Virginia Anderson seconded the motion. All members voted in favor, the motion was passed, and the minutes were approved to be posted to the Chapter 26 website.

**Recap on Annual Education Conference:** Bylaw changes on before you can run for international officer you have to have a minimum of 5 years with no lapse in membership and you must have been a president or officer of a chapter.

The Bylaw stated that you cannot run for international office unless you had a minimum of 2 years as a region chair (motion did not pass).

Committee discussed hosting a region or chapter event at the Annual Conference.

**Treasurer Report:** Adam Raad discussed the status of the Chapter's financials. The Chapter's reconciliation report to June 30<sup>th</sup> shows a statement balance of \$39,169.75. Profit and Loss for June was \$10,132.00 and the expenses \$9,334.39, net total income \$797.61. Adam will receive two checks for website sponsorship from FLAA and Independence. Process of transferring accounts to Chase and closing Wells Fargo account. Sarah Boggs motioned to approve both reports, and Pete Waldman Esq. seconded the motion. All members voted in favor, and the motion was passed.

**Constant Contact** updated their fees from \$19/month to \$21.85/month. Barbara Strouse motioned to keep constant contact to and pay the fee increase. Virginia Anderson seconded the motion. All members voted in favor, and the motion was passed.

\*Reminder everyone on a committee must sign the conflict-of-Interest forms.

\*Reminder all new committee chairs must send their contact information and a headshot to Lynn for Chapter website.

**Social and Events Committee:** Barbara will set up a separate social and events meeting.

**Nominations and Elections Committee:** During the meeting, Mark engaged in discussions with other chapters about the nominations committee's structure. It was agreed that the committee for elections should consist of both directors and a chair member from the ethics or legal department. Furthermore, the committee will rotate its members every year.

Awards will be determined using a point system, which considers the nominee's essay and their level of participation in chapter activities.

Virginia suggested that elections should ideally take place in person and begin early. However, members will still have the option to cast their votes online. Conducting in-person voting allows members the opportunity to run for positions from the floor. Andrea provided an overview of the committee's pre-Covid process, where ballots were collected before the annual meeting. Additionally, nominations were accepted from the floor during the meeting, and the winners were announced at the end. Andrea agreed with Mark's proposal that members should be able to run from the floor during virtual meetings. Pete Waldman requested the nominations bylaws for review, and there was a plan to arrange a meeting with International Leadership to discuss the matter.

Barbara suggested the creation of an Awards committee, especially since the chapter has been considered for national awards.

The chapter has received funds to order awards plaques, president's pins, and a plaque. Mark Anderson, the incoming president, will order the past president pin and plaque, while Andrea Olden, the nomination chair, will handle the award plaques. The presentation of the plaques is scheduled for the December event.

**Membership Committee:** Steven Murray presented the June membership report. Welcome emails have been sent earlier this month. Two new members Samantha Crawford (FLAA) and Laura Lee (At Peace Services). Steven Murray reported that 4 out of 211 memberships are unpaid. Chapter following is up 6% in the last 30 days with 15 new followers. Virginia clarified that total membership percentage is altered, the chapter had 249 members of which those membership that were unpaid dropped off and the 4 unpaid membership that are reflected are corporate memberships which do not drop off. 249 member is the number the chapter needs to hit again, it was suggested to begin a campaign to renew those members. Summer membership drive needs to be coordinated with the Social and Events Committee.

**Professional Development Committee:** Next meeting

**Website and Communications Committee:** Next Meeting

**Young Professionals Committee:** There are no new updates at the moment. However, we will schedule a separate meeting to discuss the plans for this year. Sarah informed us that the Region Caucus has received a check from the last YP event in Hilton Head, and this money is earmarked specifically for YP use. Sarah intends to coordinate with the region to determine the best way to utilize these funds. To proceed with this, she was advised to reach out to the new region chair, Anthony Alderman, and arrange a meeting with him to discuss the appropriate allocation and delivery of the funds.

**Education Committee:** Next Meeting

**Closing Comments:** New committee members needs to set meetings to go over responsibilities and duties.

**Adjourn:** After no other Chapter business, Mark Anderson motioned to adjourn, which Pete Waldman seconded. The motion was approved, and the meeting adjourned at 1:00 pm.

Minutes drafted by:

Approved by:

*Stephanie Gonzalez*

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Stephanie Gonzalez  
IRWA Chapter 26 Secretary

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Mark Anderson  
IRWA Chapter 26 President