



CHAPTER BOARD MEETING MINUTES- September 13, 2023

At noon, the Microsoft Teams meeting was called to order on September 13, 2023, by Mark Anderson, President. Roll call was held, and there was a quorum. The following members were in attendance Adam Raad, Sarah Boggs, Barbara Strouse, Virginia Anderson, Andrea Olden, Bruce Hardaway, Johnathan Kasper, Suzanne Price, Rossanna Asencio, Steven Murray, Huchani Dood, Bonnie Ottaway, Mark Mendez, Victoria Bucher, Ashley Horton, and Stephanie Gonzalez.

Approval of Meeting Minutes: The minutes for the board meeting on August 9, 2023, were presented to the board by email. Mark M. made a motion to approve the meeting minutes. Sarah Boggs 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.

Treasurer Report: Adam reported the Chapter's balance of \$35,038.43. Reconciliation did not have too much activity chapter received \$230 from international. Profit and Loss summary is short, lots of expenses in the miscellaneous category, should have individual details soon. Adam inquired if he could transfer the PayPal amount over to the chapter bank account. Mark M. made a motion to approve treasury report. Florence Green seconded the motion. All members voted in favor, the motion was passed, and the treasury report were approved.

Committee Reporting: Mark A. would like all committees to submit a report to inform board members at board meetings. He would like to include them in the newsletter, so that it will be available all members. Mark M. suggested that it begins as a quarterly report and Mark A. agreed.

Winter Forum Committee: Emphasis on starting the team for this event. Some items that need to be discussed, Location, Time, YP Event, Educational Course, Agenda/Speaker line up, Sponsorship, and Marketing. Volunteers for the event: Sarah, Florence, Stephanie, Mark A., and Barbara. Mark will send out an email to everyone to see who would like to participate as a volunteer.

Top Golf Event: Plans to submit payment for Top Golf Membership Drive event today. Barbara suggested making the event into a costume contest. Stephanie motioned to make the Topgolf Event the chapters membership drive, Florence seconded the motion. All members voted in favor; the motion was approved.

Cigar City Event: 25 attendees for the event as of today's board meeting. Request for all attendees to register for the event and to make sure guest are members or they will have to pay the non-membership fee. Mark M. asked if there will be a sponsorship board, members agreed we should have one for the event. He volunteered to purchase one for the event.

Nominations and Elections Committee: No significant updates to share.

Social and Events Committee: Barbara Strouse touched on the South Florida event and requested to vote on when the board would want to schedule the date. Dates were discussed in November, December, and January; budget was discussed as well. There was a discussion of making it the chapter Christmas event. Florence suggested to include an in-person course to the event and push the event to January. There is concern of losing momentum on those interested if the event is pushing out to January. After a lengthy discussion it was agreed to look at November 16 (Thursday) as a possible date for the event. Virginia mentioned that the chapter needs to work on ensuring that the sponsorship commitments are collected prior to the event. She mentioned that some other chapters set deadlines for sponsorship commitments. Further discussion on the event will be addressed at the Social and Events Committee meetings.

Virginia added that she needs from Barbara that she needs flyers and agenda 30days in advance to submit to IRWA to approve it for membership drive. Sarah will make a flyer for the Top Golf event.

Membership Committee: Steven Murray presented the August membership report. 215 members chapter is up 3 members. LinkedIn page took slower growth this month only 1% growth.

Professional Development Committee: October 10 there will be a credentialing 101 call. Victoria will update at next meeting.

Website and Communications Committee: Bonnie and Bruce have agreed to take chair and co-chair for the committee. Virginia will continue website coordination with Kevin.

Young Professionals Committee: No significant updates to share.

Education Committee: There will be two courses available Course 100 - Oct 10/11 (10 attendees) and Course 200 Nov 6/7 (2 attendees)

Closing Comments: No closing comments

Adjourn: After no other Chapter business, Mark M. motioned to adjourn, which Florence seconded. The motion was approved, and the meeting adjourned at 1:20 pm.

Minutes drafted by:

Stephanie Gonzalez

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Approved by:

Mark Anderson
IRWA Chapter 26 President