



CHAPTER BOARD MEETING MINUTES- December 13, 2023

At noon, the Microsoft Teams meeting was called to order on December 13, 2023, by Mark Anderson, President. Roll call was held, and there was a quorum. The following members were in attendance Pete Waldman, Adam Raad, Mark Anderson, Virginia Anderson, Sarah Boggs, Barbara Strouse, Jonathan Kasper, Mark Mendez, Florence Green, and Stephanie Gonzalez.

Approval of Meeting Minutes: The minutes for the board meeting on November 8, 2023, were presented to the board by email. Adam Raad made a motion to approve the meeting minutes. Florence Green 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 Raad discussed the status of the Chapter's financials. The Chapter's reconciliation report to December 13th shows a statement balance of \$32,333.98. Last month had a loss of \$796.45. Virginia Anderson motioned to approve the reports, and Pete Waldman seconded the motion. All members voted in favor, and the motion was passed.

Chapter Business:

South Florida Event: As of December 13, 2023, the chapter has received payments totaling \$196.37 for 8 attendees. However, there are still a few attendees who have not submitted their payments. It is noted that if all the listed attendees make their payments, we will break even on the event.

Spring Forum Florence has initiated the process with the hotel, requesting to proceed with the contract. Andrew Gingus will be sending the contract to Mark for his signature. Notably, the State Employees' per diem rate has increased by \$200+, making the room rate of \$192 applicable. Initially, Florence was working on securing a reduced rate for State employees, but this is no longer necessary.

Furthermore, Florence is encouraging all board members to actively engage in identifying and securing speakers or suggesting pertinent topics for consideration. She suggested to get a few speakers from local municipality. Her aim is to have potential speakers lined up by January, enabling the chapter to comprehensively evaluate them. To expedite this process, Florence suggests that the board convene as a conference committee team to collaboratively assess and choose speakers.

Additionally, she plans to dedicate a date in early January to create a flyer for the upcoming speaker lineup. This will facilitate sending out a save-the-date notice, allowing members to commence registration for the symposium. Your active involvement in this initiative is highly valued.

Board needs to discuss sponsorship levels, particularly concerning sponsor incentives. The suggestion has been made to utilize last year's sponsorship format as a starting point for this discussion.

Florence will be sending the speaker interest form to all. She would like to recap Jan 3rd or 4th to discuss speaker line up.

Class will April 2 and 3, the conference will be April 4th and meeting day will be April 5th. The social hour by the pool will be Wednesday night April 3rd. YP will be on April 4th Sarah is investigating venues on the water.

Social & Events Committee:

Holiday Event in Doral – We anticipate 25 attendees for the event, and it's worth noting that Diego will be both a speaker and a complimentary participant at the event.

All Social Events will be tabled for now.

Nominations and Elections Committee: Tabled for next meeting.

Membership & Marketing Committee: Tabled for next meeting.

Professional Development Committee: Tabled for next meeting.

Education Committee: All classes have been completed within this calendar year, with a specific focus on 2023. Looking ahead, the emphasis will be on organizing events for April 2024. Plans are underway to develop a comprehensive calendar for the upcoming year.

Young Professional Committee: Researching Venues for Spring Region Symposium. Coordinating a meeting in January.

Website Committee: There is an upcoming social media award, and the chapter is tasked with submitting an entry for consideration. Virginia and Barbara will be working together to craft the write-up for the award submission.

Sarah inquired about the preferred method of contacting Kevin. It was decided that all requests should be sent via Mark Anderson for consistency.

Adjourn: Marked wished everyone a happy holiday to everyone. After no other Chapter business, Sarah Boggs motioned to adjourn, which Pete Waldman seconded. The motion was approved, and the meeting adjourned at 12:40 pm.

Minutes drafted by:

Approved by:

Stephanie Gonzalez

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Mark Anderson
IRWA Chapter 26 President