



## BOARD MEETING MINUTES

Friday, October 14, 2016 (11:45 a.m. – 12:45 p.m.)

**Conference Call-in Info:**

**Dial-in Number: (605) 562-3140**

**Access Code: 213658**

### **AGENDA**

#### **1) Opening and Attendance**

**Minutes:** President Pamela Taylor called the meeting to order at 11:45 AM; Members in attendance: Pamela Taylor; Mary Dorman; Victoria Bucher; Florence Green; Ginny Bolling; and Huchani Dodd

#### **2) Review and Approval of Meeting Minutes - Minutes - July 8, 2016 Chapter Board Meeting.pdf**

**Minutes:** Victoria Bucher moved that the minutes of the July 8, 2016 Board Meeting be approved. The motion was seconded by Florence Green. The Board approved the minutes for the July 8, 2016 minutes.

#### **3) Reports (Due to President by noon on October 13, 2016...at least one business day before meeting.)**

- a. Treasurer's Report – Chad Marcus
- b. Membership Report & Member Update – Barbara Strouse
- c. Professional Development Report – Victoria Bucher
- d. Education Report – Florence Green

**Minutes:** The Treasurer's report was circulated to the Board and appropriately uploaded; the Professional Development report and the Education Report were likewise circulated to the Board.

#### **4) New Business**

- a. Creating a budget
- b. Conformity with IRS Requirements
- c. Creation of ad hoc committee of Young Professionals

*Pamela L. Taylor*  
10/14/16

- d. Chapter Incentive Program (ChIP) – [Previous IRWA Incentive Check 1st Quarter 2014-2015.pdf](#)
- e. Member Recognition – <http://www.irwachapter26.org/MemberRecognition.asp>
- f. Winter Conference and other chapter activities

**Minutes:** The Board discussed the need to develop a budget for the Chapter, and the need that the Chapter conform with IRS requirements that were more particularly stated in several letters to Chapter Presidents dated 8/14/13, 3/13/14, and 3/31/15 that President Pamela Taylor emailed to the Board members prior to the meeting. Pamela Taylor moved that Andrea Olden join the Nomination and Elections Committee, which motion was seconded by Mary Dorman, and approved by the Board. Pamela Taylor moved that the Chapter create an Ad Hoc Committee of Young Professionals (“YP Committee”) and that Andrea Olden chair the YP Committee, which motion was seconded by Mary Dorman and approved by the Board. The Board discussed the Chapter Incentive Program and Member Recognition. The Board discussed the upcoming Winter Education conference. The Board discussed having a two-day program, determined the member price would be less than the non-member price, discussed the possibility of permitting a “split ticket” where one person attends the conference one day and a second person attends the conference the second day, decided that presenters did not need to pay for the conference registration, and discussed whether non-registered presenters should pay for meals.

#### 5) Meeting Adjourned

**Minutes:** The meeting was adjourned at 12:45 pm.