CHAPTER BOARD MEETING MINUTES – November 13, 2024

At 12:02 pm in the afternoon on November 13, 2024, the Microsoft Teams meeting was called to order by Wendi McAleese, President. Roll call was conducted, confirming a quorum. The following members were in attendance: Adam Raad, Andrea Olden, Ashley Horton, Barbara Strause, Wendi McAleese, Victoria Bucher, Mark Mendez, Richard Rice, Jonathan Kasper, Emily Bower, Pam Taylor.

Approval of Meeting Minutes: The minutes from the board meeting held on October 16, 2024, were distributed to the board via email. A motion was made and seconded to approve the minutes. The motion was unanimously approved, and the minutes will be posted on the Chapter 26 website.

Treasurer Report: Andrea Olden provided an overview of the Chapter's financial status, including the Chase Bank October balance of $40,790.88 and recent payments made for the Black and Orange event at Bahama Breeze, and payments received from IRWA International. Adam Raad moved to approve the financial reports, the motion was seconded. The motion was passed with unanimous approval.

Chapter Business:

2025 Annual Conference

- The chapter will sponsor specific members for the 2025 Annual Conference
    - 4 members – 2 directors, the president, the education chair.
    - Mark Mendez suggested also sending the incoming president if funds are available.
    - Members sponsored by the Chapter will also be covered for transportation, lodging and meals.
- March 21, 2025 is the early registration deadline, after that the registration cost is increased to $900.
- Flights to Virginia beach are between $400 and $500 currently based on a quick search.
- Discussion of upcoming expenses including the Christmas party and the Spring Forum (to be held in Myrtle Beach, South Carolina).
- Discussion to possibly sponsor 5 people including incoming president was tabled until the next meeting so the Board can gather information on costs to send 4 members to the Spring Forum in Myrtle Beach.
- Pam Taylor noted in the group chat that the Fall Forum 2025 will be held in October in Alabama.

Chapter Incentive Program (ChIP)

- 3 free memberships from last year's CHIP rewards.
- Determine distribution method:
- Option 1: Ask interested members to submit a write-up explaining their interest in membership.
- Option 2: Award to members who earned SR/WAs last year (check with Professional Development for the number).
    - Motion was made / seconded / unanimously approved to award memberships to the 3 chapter members who received their SRWA in the last year.
        - Andrea Olden
        - Ashley Horton
        - Katie Hudson

- Victoria Bucher to look into how we go about actually paying the membership and reversing renewal payments if already paid.

Nominations and Elections Committee

- Pete Waldman was unavailable for this meeting so a more in-depth discussion is planned for next meeting.

Social and Events Committee

- Christmas party scheduled for December 5 at Highland Axe
- Still need to pick food to serve.
- Theme will be an ugly sweater / t-shirt party.
- RSVP information is on the flyer.
- Barbara Strouse recommended that any guest speakers that helped our events attend for free.
  - A motion was made by Barbara Stouse to allow any speakers from the last 12 months, who aren't IRWA member, attend the Christmas party without paying the non-member fee. Motion was seconded by Victoria and approved unanimously.

Membership Committee

- Sarah Boggs was unable to attend but sent information in advance which was relayed by W. McAleese
- 2 new members, total members now 218
- Post / information to members about how their memberships help with ChiP award.
- Our LinkedIn engagement is down, encourage members to like / share / comment on posts to bring up engagement.

Professional Development Committee

- Kerry Travilla declared candidacy for RWA.
- Delores Singletary re-certified R/W-RAC
- Victoria Bucher recertified SRWA in September.

Website and Communications Update

- Contact Sarah Boggs for information on logging into the new Chapter email account.
  - New chapter e-mail is Chapter26Info@IrwaChapter26.org
- Mark Mendez and / or Adam Raad may be able to login to the old account to transfer it to the new email.
  - Old e-mail is Chapter26IRWA@gmail.com
- Sarah wanted to verify that we are all getting the Chapter newsletter, several on the meeting confirmed that they do.

Young Professionals

- Next event will likely be at the Symposium event, currently not planned, will need to start on that ASAP if we intend to have one.
  - Mark Mendez volunteered to be on a Symposium committee.
  - Will need to look for guest speakers.
  - Will need to solicit for sponsors.
  - To be discussed further at the next meeting.
- Discussion of whether to have other / side events specific to the YP.

Education Committee

- Tabled until the next meeting.

Other

- Question of whether we should hold a meeting in December, date would be December 11, it was agreed we should hold a December meeting.

Adjournment:

With no further business, Wendi McAleese moved to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at 12:48 PM.

Minutes drafted by:

Andrea Olden

Andrea Olden
IRWA Chapter 26 Treasurer

Approved by:

Wendi McAleese
IRWA Chapter 26 Pr

PDF SUITE DIGITAL SIGNATURE

Wendi McAleese

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