CHAPTER BOARD MEETING MINUTES- January 15, 2025

Wendi McAleese
2025.02.19 10:08:03 -05'00

At 12: 02 pm in the afternoon on January 15, 2025, 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, AJ Orick, Andrea Olden, Ashley Horton, Barbara Strauss, Sarah Boggs, Emily Bower, Stephanie Gonzalez, Florence Green, Johnathan Kasper, Catherine Lopez, Richard Rice, Kerry Travilla, Harley Sandwick, and Wendi McAleese.

Approval of Meeting Minutes: The minutes from the board meeting held on December 11, 2024, were distributed to the board via email. Adam Raad moved to approve the minutes as revised, with Florence Green seconding the motion. 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 balance at the end of December $38,346 and the current balance of $38,641.74. Adam Raad moved to approve the financial reports, and Florence Green seconded the motion. The motion was passed with unanimous approval.

Chapter Business:

2025 Annual Conference Sponsorships

- The vote on a fifth member attending the conference has been postponed until the budget is reviewed after Spring Forum expenses. The Chip Program may help by providing the chapter with a free conference registration.
- Wendi will research hotel and flight options.
- Florence has submitted an abstract for a panel presentation at the conference.

2025 Annual Nominations Awards

- Sarah will draft the nominations for the social media awards, and Barbara will send her the previous year's submission.
- Florence is nominating Sarah for the 2025 Young Professional of the Year award.
- Wendi plans to nominate Florence for the Armstrong Instructor of the Year award.
- Andrea will submit a nomination for AAG as Employer of the Year.
- Pam will check whether the same person can be nominated for multiple awards.
- Barbara suggested nominating the chapter website for an award. If the chapter is updating the website, Andrea should be involved to coordinate with Kevin on billing and ensure the budget is maintained.
- Wendi will update the president's message on the website.

Region Six Donation

- The chapter voted to donate $500 to Region Six. Adam Raad made the motion, Barbara Strouse seconded it, and it passed unanimously.
- Andrea will coordinate with Pam to send the funds to the region.

2025 Chapter 26 Symposium

- The event is scheduled to take place in Tampa.
- Florence has reached out to hotels and will send Johnathan an invitation to meet, plan the venue, and finalize the contracts.
- Potential dates are being considered for the weeks of April 21 or May 5.
- Wendi is developing the symposium agenda.
- Florence is arranging a course to be held during the week of the symposium.
- A Young Professionals event is under consideration, potentially featuring a dinner cruise and bowling.

Nominations and Elections Committee

- Pete has a meeting scheduled on 2:30 Tuesday or Friday to start the elections and nominations process.

Social and Events Committee

- Ashely had no updates
- Ashely and Andrea have agreed to attend with Sarah for the college fair, Barbara proposed a motion to for the chapter to contribute a tentative $150 toward the member booth at the FSU Job Fair. Johnathan seconded the motion. Motion was passed unanimously.

Membership Committee

- Six new followers on LinkedIn, up to 1081.
- Total Chapter members 219.
- 50 members on the non-control list – attempts have been made to remind them to renew.
- Two new members in January

Professional Development Committee

- Tabled for next meeting

Education Committee

- Florence inquired about PEAK instructor training to be held in the East coast.
- PEAK Training course is being offered on April 7 in Seattle.
- Turnpike Courses (2025)
    - Waiting approval to secured to host three courses at the Turnpike facility
- Florence is also working on coordinating a few online courses.
    - Florence needs to send Sarah dates of course so she can place them in the newsletter.

Website and Communications Update

- Kevin is updating the website, adding a separate tab for the conference and helping streamline the registration process.

Young Professionals

- No updates

Miscellaneous

- Chapter leadership training is on the 23rd, anyone that is in leadership that would like to attend is encouraged to attend.

Adjournment:

With no further business, Adam Raad moved to adjourn the meeting. Barbara Strouse seconded the motion, which was approved. The meeting was adjourned at 1:00 PM.

Approved by:

Minutes drafted by:

Stephanie Gonzaley

Stephanie Gonzalez
IRWA Chapter 26 Secretary

Wendi McAleese
IRWA Chapter 26 President