

## Chapter Executive Committee

May 9, 2024  
12:00 WebEx

**Attendance:** Mark Runyan, Vandee DeVore, Jamie Pine, Tracy Farris, Bob Snyder, Whitney Pickerell, Rachel Hogrefe

### **President/President Elect**

Aaron has submitted his resignation as President and from any activities on the Board. It was noted that the Standard Operating Procedures designate the President-Elect to finish out the year. Whitney will notify National office Chapter Services representative right away.

There will be limited formal awards, including a gavel for Whitney. Rachel nominated Vandee, and Vandee nominated Mark for Chapter Services Award. All members should email Whitney of their vote by the end of the day. It will be Whitney's discretion to recognize the CEC members at the Awards Ceremony.

The Nominations Committee has submitted the following slate for next year's board members:

- Past President – Jamie Pine
- President – Whitney Pickerell
- President Elect – Vacant
- Secretary – Tatum Husong
- Treasurer– Tracy Farris
- NCC Representative – Mark Runyan
- Community Service – Sharlet Kroll
- Education Director – Mark Runyan
- Membership – Rachel Hogrefe
- Communications Director – Tiffany Hader
- Professional Certification Director – Bob Snyder
- Accountability Chair – Tracy Farris
- Webmaster – Tracy Farris

Discussion regarding the website's internal control for the webmaster position. It was decided that the webmaster should be a separate role in StarChapter. A motion was made, seconded, and passed by the current CEC.

Team Building was a topic of discussion for improvements on CEC decorum, support, and tone. Whitney hopes to plan CEC meetings face-to-face at least quarterly.

Whitney has scheduled the June 19<sup>th</sup> CEC Planning Meeting at Prison Brews Side-Bar from 9:00am to 4:00pm. Next year's Board needs to review the Policies and Procedures. She will be sending all who need to attend a Welcome email.

Whitney wants to reinstate the sponsorship program for the PDT next year. She will continue doing more research.

There is no additional news from National on the grant funding for a laptop for the Chapter.

### **Secretary**

Vandee made a motion to approve the April 18, 2024 meeting minutes as amended, Mark seconded the motion. Motion was approved.

### **Treasurer**

Tracy went over the April 30, 2024 financial statements. StarChapter issued a refund for an overcharge. Tracy will reclassify that \$7.90 refund in next month's report.

An old (from 2018) credit was noted for a non-member. Vandee made a motion to write off the credit. Jamie seconded the motion. The motion was approved.

Mark made a motion to approve the April 30<sup>th</sup> financials. Rachel seconded. Motion passed.

A connectivity issue was noted from the last Chapter sponsored webinar. Mark noted that the email that was sent was not clear on who to contact in these cases. Bob made a motion to refund the amount since the individual did try to reach out to resolve the issue. Vandee seconded the motion. Motion passed.

Discussed Chapter sponsored webinar cancellations policy. Stronger wording will be included in the registration and follow-up emails, and the policy needs updated.

In the April CEC meeting, the Chapter Scholarship rooms were awarded to Jamie and Vandee as CEC members attending the National PDT. Due to personal travel concerns, Jamie has opted to decline the Chapter Room Scholarship given by National. Vandee made a motion to assign the National room scholarship to another CEC member who plans to attend the PDT (Tracy or Mark). Tracy declined. A vote was taken, Mark abstained from voting. Motion passed. Jamie and Mark will email National office that Mark will be receiving the second hotel scholarship.

### **NCC Representative**

The CEC would like for Mark to bring up at the next NCC meeting the concern of turnover in the National Office.

### **Communications**

Vandee reminded everyone that content for the June Newsletter is due by May 24<sup>th</sup>. The final quarterly newsletter will be issued on June 1<sup>st</sup>.

### **CGFM**

Nothing new to report.

### **Education**

The Awards Luncheon and Half Day Training is scheduled for May 21<sup>st</sup> at First Mid Bank & Trust. Mark is still working on the final schedule. Currently have 14 members registered to attend.

### **Membership**

We currently have 158 members but 46 are suspended and will go inactive on July 1 if not renewed. A reminder email went out to those suspended members. Rachel is working on the membership survey. Whitney will email her some additional questions she wants added.

**Community Service**

Rachel is working on a fundraiser for our next training in May.

We have four evaluators for scholarship applications which are due in May. We received 17 applications for scholarships. They will be reviewed this week and awarded by Monday next week. Discussion on the amounts. According to the applications, it is stated that one award winner for the Undergraduate at \$250, and one winner for the Graduate for \$250. Rachel will then invite the two winners, along with up to two guests, to attend the May 21<sup>st</sup> Awards event.

**Accountability**

No update.

**Announcements**

No additional announcements.

**Adjourn**

Tracy made a motion to adjourn. Bob seconded the motion. The motion was approved.