May 17, 2022 • 5:00 – 7:00 PM

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| **In Attendance (Virtual Meeting)** | | **Absent**  Jenny Keesey  Jared Gracie |
| Steve Brooks  D.J. Netz  Ann Baus | Caroline Olfert |
| **Guests** |

**ROLL CALL (Steve Brooks)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Steve Brooks)**

A motion was made by Caroline and seconded by D.J. to approve the agenda. Motion approved.

**Approval of Minutes (D.J. Netz)**

A motion was made by Caroline and seconded by D.J. to approve the minutes from the April board meeting. Motion approved.

**Approval of Financial Report (D.J. Netz)**

A motion was made by Caroline and seconded by D.J. to approve the March financial report. Motion approved.

**Business Manager Update**

Our CPA has filed an extension to complete the chapter’s tax returns. The CPA also confirmed that gift cards given to volunteers, facilitators, and speakers represent taxable compensation when more than $600 in gift cards are given to a single individual. For those individuals who receive more than $600 in gift cards in a year, we must receive a W9 form so our accountant can issue 1099 forms. We recently added 11 new members. Linda continues to reach out to members who need to renew their membership.

**NEW BUSINESS**

**Chapter Savings:** D.J. will prepare some options for placing chapter funds in certificates of deposits based on the chapter’s investment policy. Ann will provide D.J. with Bank of America’s CD options. Movements from into or out of savings accounts requires board approval.

**Board Elections:** Steve announced his approach for launching this year’s election cycle for board members. Applications may be submitted early.

**Fundamentals of Training:** Caroline provided updates on the FOT program. New modules have been created: Learner Analysis and Virtual Facilitation. The course materials will be ready by May 2nd, to be piloted in May and June. Two FOT instructors, Jillian Douglas and Jennifer Webster, are concluding their FOT service. Caroline is interviewing candidates on April 29th.

**In Person Events:** Steve presented a set of protocols to follow when we begin offering events in person. Although we may be able to request compliance with certain precautions, our chapter cannot enforce or require our attendees to comply with protocols that exceed those that are currently established by local authorities.

**Welcome Kits:** Ann presented several options for branded merchandise for the new member welcome kits, and the board provided feedback on the selections. D.J. committed to providing the text to include in the welcome card to be included in the kits.

**ADJOURNMENT:**

A motion was made by D.J. and seconded by Caroline to adjourn. Motion carried.

**NEXT MEETING: July 19, 2022, 5:00 – 6:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations