



I. Welcome & Introductions – *Baldrige*

- A. Establish Quorum
- B. Approval of Agenda

II. Chapter Administrative Business

- A. Secretary Report – *Marinucci*
 - Proposed Action: Approve March 2024 Minutes
- B. Treasurer Report – *Lindsey/Duggins*
 - Treasury Action Tracker Review

TREASURY ACTION	DEADLINE	STATUS
Business License Renewal	12/31/2024	Current; 2-year renewal
Notice of Change of Officials	Upon election	Last updated 10/6/2022 – does not reflect new Treasurer appointment
Statement of Change (Registered Agent)	Upon election	Last updated 8/22/2022
Biennial Report Filing	7/1/2025	Filed 6/26/2023
PO Box Renewal	2/28/2025	Current
Annual AWMA D&O Insurance	AWMA will no longer be providing.	
2024 IRS Tax Filing	3/15/2024	Completed
Financial Plan Update/Review	4/1/2026	Current

- C. Student Committee – *Jackson/Hansmeier*
 - Any updates?
- D. Membership Committee & Communication Committee - *Kimball*
 - Any updates?
- E. PNWIS Update – *Baldrige, others?*
 - Turnover meeting April 19-20



F. Director & Officer Insurance – *Baldrige*

- Headquarters will not be providing insurance going forward.
- Current coverage good until September.
- Options for future of board.
- Explore cost & vendor options.

G. Bylaws Update – *Lindsey*

- Proposed amendment submitted by Chris Lindsey on March 19, 2024.

H. Elections – *Baldrige*

- Reminder: must have current membership to be on board. Please renew if you’re lapsed!

Position	Current Name	Next Term Name	Next Term End
Chair	Catie Baldrige		April-26
Vice-Chair	Jamie Brewer		April-26
Past Chair	Traci Bradford	Catie Baldrige	April-26
Secretary	Morgan Marinucci		April-26
Treasurer	Chris Lindsey	Sims Duggins	April-26
Treasurer-elect	Sims Duggins		April-26
Director 1	Matthew Kale		April-25
Director 2	Isaac Jackson		April-25
Director 3	Courtney Kimball		April-26
Director 4	Amanda Dotten		April-26
Director 5	Holly Hansmeier		April-27
Director 6	Gretchen Stoddard		April-27

III. Chapter Event Planning

- McCoy’s RCRA training
 - April 30 – May 2, 2024
 - Registration Status
 - Catering

Chair: Catie Baldrige Vice Chair: Jamie Brewer Past Chair: Traci Bradford
 Treasurer: Chris Lindsey Treasurer-Elect: Sims Duggins Secretary: Morgan Marinucci
 Directors: Matthew Kale, Isaac Jackson, Courtney Kimball, Amanda Dotten, Holly Hansmeier, Gretchen Stoddard



» Coffee Options

Option	Description	Total Cost/Day	Notes
Kaladi Brothers	Insulated boxes (16 cups, includes cups/creamer/etc.) - \$20 Small carafe (3 gal, 50-75 cups) - \$25 Large Carafe (5 gal, 75-100 cups) - \$40	\$65 plus cups, creamer, etc. (1 large & 1 small carafe)	No cups, creamer, etc. provided with carafes. Would need to be picked up/dropped off at Brayton location each day.
Starbucks	96 fl oz (12 cups) - \$20 ea	\$200 (10 boxes)	Comes with cups, etc. Would need to be picked up each day.
Peppercini's	Coffee Service - \$3.99/person Coffee Service w/afternoon refresh - \$4.99/person	\$299.40 (with afternoon refresh)	Approved caterer.
Sis's Café and Catering	Coffee Service - \$2.95/person (hot tea option at no additional cost) Refresh Service - \$1.95/person \$45/service	\$339	Approved caterer.
Bring Keurig & buy pods			Would need to buy cups, creamer, etc. and pods.

» Afternoon Snacks – none of the caterers offer this. Suggest buying a variety of snacks and soda and bring.

- Other ideas?

IV. New Business

V. Next Meetings:

- May 8

VI. Meeting Adjourned