



**I. Welcome & Introductions – *Baldrige***

- A. Introductions
- B. Establish Quorum
- C. Approval of Agenda

**II. Chapter Administrative Business**

- A. PNWIS Update – *Baldrige, Kitchen*
  - D&O Insurance
  - PNWIS Conferences
- B. Secretary Report – *Smith*
  - Proposed Action: Approve May 2024 Minutes
- C. Treasurer Report – *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
2025 IRS Tax Filing	3/15/2025	
Financial Plan Update/Review	4/1/2026	Current

- D. Student Committee – *Jackson*
  - Any updates?
- E. Membership Committee & Communication Committee - *Kimball*
  - Any updates?
- F. Director & Officer Insurance – *Baldrige*



- Headquarters will not be providing insurance going forward.
- Current coverage good until September.

G. Elections – *Baldrige*

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

Position	Next Term Name	Next Term End
Chair		April-26
Vice-Chair		April-26
Past Chair	Catie Baldrige	April-26
Secretary	Toni Smith	April-26
Treasurer	Sims Duggins	April-26
Treasurer-elect		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	Jamie Brewer	April-27
Director 6	John Pavitt	April-27

**III. Chapter Event Planning**

- Ideas?

**IV. New Business**

**V. Next Meetings:**

- October 2
- November 6
- December 4

**VI. Meeting Adjourned**

Chair: VACANT Vice Chair: VACANT Past Chair: Catie Baldrige

Treasurer: Sims Duggins Treasurer-Elect: VACANT Secretary: Toni Smith

Directors: Matthew Kale, Isaac Jackson, Courtney Kimball, Amanda Dotten, Jamie Brewer, John Pavitt