



I. Welcome & Introductions – *Baldrige*

A. Introductions

- Attendees
 - Catie Baldrige
 - Traci Bradford
 - Brad Broker
 - Amanda Dotten
 - Sims Duggins
 - Valerie Gardener
 - Courtney Kimball
 - John Pavitt
 - Toni Smith
 - Gretchen Stoddard
 - Kaley Volper

B. Establish Quorum

Catie Baldrige	Present
Toni Smith	Present
Sims Duggins	Present
Matthew Kale	Absent
Isaac Jackson	Absent
Courtney Kimball	Present
Amanda Dotten	Present
Jamie Brewer	Absent
John Pavitt	Present

- Quorum of 6 from Board, all attending by Google Meet.

C. Approval of Agenda

- Catie: propose change to agenda; add ask regulator event in April
- Courtney move to approve, Amanda second.
- None opposed

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



II. Chapter Administrative Business

A. PNWIS Update – *Baldrige, Kitchen*

- D&O Insurance
- PNWIS Conferences
 - Eugene OR in Nov 2024
 - 2025 in Boise in Oct/Nov.
 - AK host in 2026?

B. Secretary Report – *Smith*

- Proposed Action: Approve May 2024 Minutes
- Courtney move to approve, Amanda second.

C. Treasurer Report – *Duggins*

- Treasury Action Tracker Review
- Catie to distribute agenda to Board before monthly meetings starting with next month.
- Business license renewal, deadlines coming up.
- Change of officials- talk w/Chris Lindsey about how to update. Waiting for more people to be appointed/elected, can update as soon as ready to do that.
- Tax filing- Not for 2025. The filing is for fiscal year 2023, which is May 1, 2023 through Apr 30 2024. Deadline is Sept 15, 2024. Will request an extension to the deadline, contacted CPAs. Fiscal year 2023 tax filing needs to be done. Update in Board Meeting Agenda for next month. (Update: the tax filing deadline extension has been approved by the IRS. The deadline for FY2023 tax filing is now March 15, 2025.)
- McCoy's has been paid over summer (June). Total bill was \$52,103.70. Our income from Cvent from statements don't match deposits that they've made into our account, need to reconcile. If there is a correction to be made, they've not deposited full amount indicated as due to us in statements. May have additional funds coming to us after resolving with them. As of today, checking account balance is \$53,318.50. Savings account balance is \$11,186.51.

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

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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
FY 2023 IRS Tax Filing	3/15/2025	
Financial Plan Update/Review	4/1/2026	Current

D. Student Committee – *Jackson*

- Any updates?
- Not attending

E. Membership Committee & Communication Committee - *Kimball*

- Any updates?
- Courtney - No updates. Reminder that I can post job postings or other items of interest on website.

F. Director & Officer Insurance – *Baldrige*

- Headquarters will not be providing insurance going forward.
- Current coverage good until September.
- Catie- PNWIS is looking at coverage for entire PNWIS section and chapters. Quote was for about \$3K/year, not viable since make about \$10k every 3 yr. Will update when get more from PNWIS.

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

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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

- Prospective Ask-a-regulator event in Anchorage April 2025

IV. New Business

V. Next Meetings:

- October 2
- November 6
- December 4

VI. Meeting Adjourned

- Gretchen move to adjourn, Amanda second.
- Meeting adjourned approximately 12:30pm.

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