



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

- A. Establish Quorum
- B. Approval of Agenda

**II. Chapter Administrative Business**

- A. Secretary Report – *Smith*
  - Proposed Action: Approve October 2024 Minutes
- B. Treasurer Report – *Duggins*
  - Treasury Action Tracker Review

TREASURY ACTION	DEADLINE	STATUS
Business License Renewal	12/31/2024	Current; 2-year renewal (\$100/ 2 yrs)
Notice of Change of Officials	Upon election	Last updated 10/6/2022 – does not reflect new Treasurer or Secretary appointments. Will update when all appointed/ elected positions have been filled. At a minimum, we must have a Chair, Vice-Chair, Secretary, Treasurer, and 3 Directors. (\$25)
Statement of Change (Registered Agent)	Upon election	Last updated 8/22/2022 (\$25)
Biennial Report Filing	7/1/2025	Filed 6/26/2023 (\$25)
PO Box Renewal	2/28/2025	Current (\$302/yr)
FY 2023 IRS Tax Filing (5/1/23 to 4/30/24)	3/15/2025	Bassler & Redick CPAs has been authorized to prepare our tax return. (\$550)
Financial Plan Update/Review	4/1/2026	Current

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



- Quote obtained.
- Discussion of options for chapter going forward.

F. 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	Traci Bradford	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

G. PNWIS Update – *Baldrige*

- Host 2026 Conference in Alaska?
  - Venue cost spreadsheet
- 2024 Conference – Eugene, OR. Nov 13-15
  - Speakers and session chairs needed.
- 2025 Conference – Boise, ID

**III. Chapter Event Planning**

- ADEC/EPA Ask a Regulator Event – April 23 (evening) during Title V/NSR workshop (April 22-25)



- Other ideas?

**IV. New Business**

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**V. Next Meetings:**

- December 4
- January 8
- February 5

**VI. Meeting Adjourned**