



## I. Welcome & Introductions – *Baldrige*

### A. Introductions

- Attendees: Courtney Kimball, Catie Baldrige, Chris Kitchen, Jamie Brewer, Brad Broker, Maggie Corbin, John Pavitt, Toni Smith, Amanda Dotten, Kaley Volper, Traci Bradford, Sims Duggins

### B. Establish Quorum

- Present – Baldrige, Brewer, Duggins, Kimball, Pavitt, Smith

### C. Approval of Agenda

### D. Kimball move, Dotten 2<sup>nd</sup>, approved.

## II. Chapter Administrative Business

### A. PNWIS Update – *Baldrige, Corbin, Kitchen*

- Host 2026 Conference in Alaska?
- Maggie Corbin, Chris Kitchen discussed support available from PNWIS to minimize hosting burden on local chapter and described observation from other local chapters that interest and participation in AWMA was revitalized by hosting a conference.
- Baldrige circulated list of roles needing filled to AK-AWMA contact list. Only 4-5 positions need to be members of AK chapter. Catie volunteers to serve as Conference Chair if Chapter elects to host.
- Pavitt, Smith expressed support and interest.
- Will receive updated list of potential venues and pricing. Should make decision ASAP to reserve a venue and announce at 2024 conference. Goal to decide in November meeting.
- 2024 Conference – Eugene, OR. Nov 13-15
  - Speakers and session chairs needed.
- 2025 Conference – Boise, ID

### B. Secretary Report – *Smith*

- Proposed Action: Approve September 2024 Minutes
- Smith move, Kimball second. Approved.

### C. Treasurer Report – *Duggins*

- Treasury Action Tracker Review
- Sims: business license renewal. Deadline: 12/31/24. Online renewal, not clear if any requirement to update or complete forms for notice of change of officials or statement of change prior to renewing license, but feels it would be best to do so. Need to focus on electing new officials for Board and notice of change of officials. New treasurer appt and

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

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

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new secretary appt.

- Sims: account balance is same as last meeting, no expenses. Checking balance \$53,318.50 checking. Savings interest \$3.46 for last 3 months, savings \$11,189.97.
- Sims: Cvent- was able to reconcile amounts. Deposit statements didn't match account but all balanced so didn't contact.
- Sims: Net income from McCoy event was \$15,181.98.
- Sims: tax return for FY2023 (through 4/30/2024) is in preparation.

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 nor new Secretary appointment. Will wait for more people to be appointed/ elected before updating again.
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 (5/1/23 to 4/30/24)	3/15/2025	Bassler & Redick CPAs has been authorized to prepare our tax return.
Financial Plan Update/Review	4/1/2026	Current

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D. Student Committee – *Jackson*

- Any updates?
- Not present

E. Membership Committee & Communication Committee - *Kimball*

- Any updates?
- No updates

F. Director & Officer Insurance – *Baldrige*

- Current coverage good until October 18, 2024
- PNWIS not able to get coverage for chapters but general liability is provided through AWMA (\$2M).
- Kitchen, Baldrige to follow up to summarize potential options/solutions for chapters as discussions proceed in PNWIS and AWMA.
- Duggins, Baldrige may need to provide HQ current list of officers to update current coverage.

G. Elections – *Baldrige*

- Reminder: must have current membership to be on board. Please renew if you are lapsed!
- Addendum to minutes regarding email exchange October 14-15, 2024:
  - Baldrige announced that Matthew Kale resigned from board position. Traci Bradford volunteered to take the role.
  - Brewer moved to appoint Bradford to board. Dotten second.
  - Seven votes in favor (Brewer, Kimball, Dotten, Duggins, Pavitt, Jackson, Smith). Motion passes.

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

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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

### III. Chapter Event Planning

- ADEC/EPA Ask a Regulator Event – April 23 (evening) during Title V/NSR workshop (April 22-25)
- No discussion
- Other ideas?



**IV. New Business**

**V. Next Meetings:**

- November 6
- December 4
- January 8

**VI. Meeting Adjourned**

- A. Adjourned at 1PM; no motion (60 min GoogleMeet expired)

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