



I. Welcome & Introductions – *Baldrige*

- A. Establish Quorum
- B. Approval of Agenda

II. Chapter Administrative Business

- A. Secretary Report – *Smith*
 - Proposed Action: Approve November 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 Review | Fall 2024 | Review during this meeting |
| Financial Plan Update | April 2026 | Last updated April 2023. Current |



- Bank Accounts Report

| ACCOUNT | TRANSACTIONS DURING PRIOR MONTH | CLOSING (EOM) BALANCE |
|---------------------------------------|---------------------------------|-----------------------|
| First National Bank Alaska – Checking | None | \$53,180.50 |
| First National Bank Alaska – Savings | None | \$11,189.97 |

C. Student Committee – *Jackson*

- Any updates?

D. Membership Committee & Communication Committee - *Kimball*

- Any updates?

E. Director & Officer Insurance – *Baldrige*

- Quote updated.

F. Open Positions – *Baldrige*

| Position | Next Term Name | Next Term End |
|-----------------|----------------|---------------|
| Chair | | April-26 |
| Vice-Chair | | April-26 |
| Treasurer-elect | | April-26 |

III. Chapter Event Planning - *Various*

- ADEC/EPA Ask a Regulator Event – April 23 (evening) during Title V/NSR workshop (April 22-25)
 - Location
- PNWIS 2026
 - Venue
 - Committee
- Other ideas?



IV. New Business

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V. Next Meetings:

- January 8
- February 5
- March 5

VI. Meeting Adjourned