



I. Welcome & Introductions – *Baldrige*

A. Establish Quorum

- Board: Catie Baldrige, Courtney Kimball, Toni Smith, Sims Duggins, Traci Bradford, John Pavitt.
- Also: Kaley Volper, Lindsay Wienkers,

B. Approval of Agenda

- Duggins: propose to add comment regarding Leadership Training Academy survey and potential opportunities to attend in future
- Smith: move to approve with change.
- Kimball: second.
- Approved with 1 change.

II. Chapter Administrative Business

A. Secretary Report – *Smith*

- Proposed Action: Approve October 2024 Minutes
- Smith move to approve.
- Kimball second.
- Approved.

B. Treasurer Report – *Duggins*

- Treasury Action Tracker Review
- Business license renewal due at end of year, hope to submit notice of change of officials and statement of change with board members (e.g. chair, vice chair) before renewing.
- Checking account is \$53,183.53, savings \$11,189.97 as of Oct 31.
- Reviewing treasurer SOP, which mentions the Financial Plan. The Plan should be updated every 3 years and typically reviewed at the first meeting after summer break, according to the treasurer SOP. Three-year update is due April 2026. Plan to share the Plan in December meeting.

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?
- No update.

D. Membership Committee & Communication Committee - *Kimball*

- Any updates?
- Kimball: no update.

E. Director & Officer Insurance – *Baldrige*

- Quote obtained.
- Baldrige: Quote is for \$1,145/yr from only company found licensed in AK.
- PNWIS was not able to get coverage for chapters because they are their own operating entities. PNWIS looking at whether we could dissolve chapters and have chair on PNWIS board but all money would run through PNWIS’s books, taxes.
- Discussion of options for chapter going forward.
- Pavitt: will inquire with broker in Palmer.
- Baldrige: will seek clarification from Chris Kitchen on components of quote.

F. Elections – *Baldrige*

Chair: VACANT Vice Chair: VACANT Past Chair: Catie Baldrige
Treasurer: Sims Duggins Treasurer-Elect: VACANT Secretary: Toni Smith
Directors: Traci Bradford, Isaac Jackson, Courtney Kimball, Amanda Dotten, Jamie Brewer, John Pavitt



- Reminder: must have current membership to be on board. Please renew if you are lapsed!
- Baldrige: Welcome Traci! Still seeking Chair, Vice Chair and Treas-elect to submit business license renewal and change of official notices.

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
 - Smith: move to host.
 - Pavitt: second motion.
 - Baldrige: none opposed, motion carries.
- 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)
- Pavitt: move to host.
- Kimball: second.
- Baldrige: None opposed. Motion passes.

IV. New Business

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V. Next Meetings:

- December 4
- January 8
- February 5

VI. Meeting Adjourned

- A. Smith: move
- B. Kimball: second