



I. Welcome & Introductions – *Baldrige*

- A. Establish Quorum
- B. Approval of Agenda

II. Chapter Administrative Business

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

TREASURY ACTION	DEADLINE	STATUS
Business License Renewal	12/31/2024 (not a hard deadline)	Past due; 2-year renewal (\$100/ 2 yrs) Should have a full board before renewal is completed.
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. (\$575)
Financial Plan Review	Fall 2024	Plan review was completed during the December 2024 board meeting. Next review is due Fall 2025.



TREASURY ACTION	DEADLINE	STATUS
Financial Plan Update	April 2026	Last updated April 2023. During the December 2024 board meeting, the Board agreed that updating the Financial Plan to include FY 23 & FY 24 data (dropping off 2015/2016) is desirable. Update in progress. Expect to complete by April/ May 2025
Beneficial Ownership Information (BOI) report	12/31/24*	* <u>We are exempt from this report</u> because we are a tax-exempt organization under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3).

▪ Bank Accounts Report

ACCOUNT	OPENING BALANCE (PRIOR MONTH)	TRANSACTIONS DURING PRIOR MONTH	CLOSING (EOM) BALANCE
First National Bank Alaska – Checking	\$53,180.50	<ul style="list-style-type: none"> • Transfer \$34,680 to savings account • Whova for 2026 PNWIS Conference venue deposit (\$1,839) To be reimbursed by PNWIS 	\$16,661.50
First National Bank Alaska – Savings	\$11,189.97	<ul style="list-style-type: none"> • Transfer \$34,680 from checking account • Interest earned (\$6.93) 	\$45,876.90

C. Student Committee – *Jackson*

- Any updates?

D. Membership Committee & Communication Committee - *Kimball*

- Any updates?

E. Director & Officer Insurance – *Baldrige*

- Quote updated. Need to have a full board to get.

F. Open Positions – *Baldrige*

- Potential board members.



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

G. A&WMA Leadership Training Academy

- April 4-6, 2025 Pittsburgh, PA

III. Chapter Event Planning - *Various*

- ADEC/EPA Ask a Regulator Event – April 23 (evening) during Title V/NSR workshop (April 22-25)
 - Location & format
- PNWIS 2026
 - Venue – The Lakefront. Working with Conference Direct to get a contract.
 - Committee
- Other ideas?

IV. New Business

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V. Next Meetings:

- February 5
- March 5
- April 2
- May 7

VI. Meeting Adjourned