



I. Welcome & Introductions – *Baldrige*

- A. Establish Quorum – Jamie Brewer*, Catie Baldrige*, Courtney Kimball*, Sims Duggins*, John Pavitt*, Kaley Volper
- B. Approval of Agenda. Motion: John, second: Jamie.

II. Chapter Administrative Business

- A. Secretary Report – *Smith*
 - No update.
- 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) Can delay slightly submittal into next year.
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	Reviewed during this meeting. Will work on updating and have finished for April or May 2025 meeting. Will remove 2015 & 2016 & 2020 – 2022 covid estimations and will add 2023 & 2024 financials.
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

- Will move money (\$34,680) from checking to savings per financial plan. Motion: Courtney, second: Jamie. [Update: completed on 12/4]
- New BOI report may be required by the federal government. Looking into whether we are exempt or not (if have right documentation). Due January 1.
 - 12/5 update: requirement has been blocked by a Federal court at this time.

C. Student Committee – *Jackson*

- No update.

D. Membership Committee & Communication Committee - *Kimball*

- No update.
- Remember to send Courtney any job postings and she can put up on the website.

E. Director & Officer Insurance – *Baldrige*

- Quote updated. ~\$1,000/year for coverage.
 - John’s broker said it would be around the same price.
- Still waiting for PNWIS policy to compare coverage.
- Will need a full board before we can get coverage.

F. Open Positions – *Baldrige*

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

- Let Catie know if you or someone you know are interested in any of these positions.



III. Chapter Event Planning - *Various*

- ADEC/EPA Ask a Regulator Event – April 23 (evening) during Title V/NSR workshop (April 22-25)
 - Still evaluating venues. Workshop is in Federal Building Annex so looking at downtown locations and within walking distance.
 - Planning for 40-60 people; start either 5:30-6pm and anticipate 1-2 hours of Q&A plus social time.
- PNWIS 2026
 - Venue – the Lakefront in Anchorage. A deposit will be required.
 - Working with them to see what dates they have available later in October/early November per feedback from PNWIS that later is better for student participation and with location close to airport, not as worried about snow/ice.
 - Committee – Need to start filling positions. Catie will send the list out and just let her know what you are interested in. Can have multiple people fill roles.
- Other ideas?

IV. New Business

- None

V. Next Meetings:

- January 8
- February 5
- March 5

VI. Meeting Adjourned

Motion: Courtney, second: Jamie.