

AZTWS Board Meeting
April 27, 2015
Meeting Minutes – Draft
3:00 – 4:59 PM

Attendees: Melanie Culver (President), Scott Sprague (President-Elect), Kay Nicholson (Recording Secretary), Ryan Revells (Corresponding Secretary), Holly Hicks (Board Member), Tiffany Sprague (Board Member), Dean Pokrajac (Webmaster)

Board Members Absent: Dana Warnecke (Treasurer), Natalie Robb (Past President)

Action Items:

- Ryan will look into other possible vendors for hats
- Melanie will email the Ops Manual out to all board members to review edits
- Dean will enter existing Chapter members into the new website manually so that all members exist on the website, and emails can be sent out through the website
- Melanie will get in touch with Chris Carrillo to see if he's made a decision about taking the Membership chair position
- Ryan will work on the Chapter letterhead
- Tiffany will send the high resolution version of the logo out to everybody
- Kay will send the spring newsletter to Melanie to review when it is finished
- Melanie will let Mike know we approved his suggested changes for the Continuing Education grant application
- Next board meeting Melanie will have a plenary plan for board members to review for approval
- Melanie will send a list of vacant committee chairs to Kay to include a request for volunteers in the spring newsletter
- Melanie will contact Audrey Owens to get the list of businesses that have donated items for the silent auction and raffle
- Holly will figure out when the deadlines were last year for the student paper so we can mimic that this year

Motions:

- Scott motioned to approve the meeting minutes from March 23, 2015 and seconded by Tiffany.
- Melanie motioned, Holly seconded to adjourn the meeting

Proceedings:

Approval of March 23, 2015 Board Meeting Minutes

- Scott motioned to approve and seconded by Tiffany.
- Minutes approved.
- Final version will be sent to Dean to post on the website.

Housekeeping

- None

Old Business

- None

Current Business

1. Techniques Workshop
 - Exactly 60 students had registered, with no-shows 54 students attended
 - The one-day format worked well again, will probably stick to that next year
 - The mobile application class was a big hit
 - Made \$230 from memberships and T-shirt sales
 - One glitch – porta potties weren't delivered
 - It rained, so no mammal trapping was done and no bats were captured
2. AZTWS Merchandise
 - Could only get T-shirts before Techniques Workshop, no other merchandise
 - Got natural, medium gray, and light blue
 - With hats, some detail gets lost from logo when shrinking down to fit
 - Can crop logo with some white space to get a white outline – looks better this way when on dark fabric
 - Color selection is not great for organic hats
 - Ryan can look into other possible vendors, will discuss color options
3. Edits to Operations Manual
 - Melanie received an email regarding approving edits to Ops Manual, she will send that email to all board members
 - We will save voting on this for a future discussion once all board members have time to review the edits
 - There is a proposal to increase term of secretaries to 2-year terms, Recording Secretary elected in odd years and Corresponding Secretary elected in even years
 - This would mean we have to find fewer candidates each year
 - This would allow the Recording Secretary to be voted in the same year as the Treasurer, and as a signatory to the bank account would be on the Board for those same 2 years
 - Another option is looking into making the board member-at-large elected in odd years the other signatory to the bank account
 - Discussed electing secretaries for one-year terms with the option to extend to two years
4. Chapter Committees
 - Membership Committee Chair
 - Chris Carrillo is interested. Just need to educate him on what's involved.
 - Need to get Chris in contact with Bob Fink
 - Duties will change this year as members sign up online
 - Dean will enter existing members into the website manually so that all members exist on the website, and emails can be sent out through the website
 - Membership chair has to handle money; however, through the website, the money gets transferred into a PayPal account (fewer checks to handle)
 - Chris mentioned that he had been sent the membership database by Robert, but he has not officially taken over the position
 - Melanie will get in touch with Chris to see if he's made a decision about taking this position
5. Electronic Letterhead
 - Ryan will work on putting the letterhead together, and then the rest of the board will review and edit
 - We own the jpg of the logo – can put it in a Word file
 - Tiffany will send the high resolution version of the logo to everybody

- What should be included on the letterhead?
 - Chapter email – ArizonaTWS@gmail.com
 - We have a post office box (Holly has the key) – we do get membership forms mailed in
 - Social media: Facebook, Twitter, and a YouTube channel (could include those links)
6. Treasurer's Report
- Major Expenses:
 - Continuing Ed Grants – A total of 4 grants awarded for \$1485.00. The fund began 2015 with a balance of \$8689.00. New balance is \$7204.00. The fund receives a 25% reimbursement from all profit making Chapter Activities. According to Locana the grants were not deducted out of the fund in 2012 and 2013, because the Board wanted to combine all savings/checking into 1 fund. I will begin deducting grants out of dedicated fund from this point forward, as we have decided to keep savings funds separate from general checking.
 - Student Travel Grants – A total of 1,200.00 awarded to 3 schools...ASU is pending Board approval. It is my understanding that these grants come from general checking account
 - JAM payment to NM-TWS 643.25
 - Phx Embroidery - \$2,098.85
 - 1 Board Reimbursements for National TWS dues membership \$85.00 (DW) and 2 requests pending
 - Income: (major expenses)
 - Received 210.00 from NM-TWS which settles the JAM
 - \$25.00 worth of online Chapter dues submittals are sitting in Pay Pal
 - Other Business:
 - 2014 Tax Report Form submitted to National by Locana and 990N nonprofit tax form submitted to IRS by Dana. The form is for reporting Chapter did not earn >\$50,000/year or donate to a campaign; no further business with IRS or National this year.
 - Chapter Audit scheduled for May 29th to settle business years 2012 and 2013.
 - In process of getting access to Capital One ING savings accounts (dedicated funds) signed over from Locana to Dana and Scott. Need all Board members to sign Business Resolution Form (still coming to Locana, Tiffany and Ryan)
 - Chase Business account has been transferred to Dana and Scott. Everything is working well.
7. Webmaster report - Dean
- New website is working
 - Dean will manually enter members in on the website
 - He just gave all board members editor access to post items on the website
 - Dean is writing a how-to guide
8. Newsletter report
- Kay is finishing the spring newsletter
 - Kay will send the spring newsletter to Melanie to review when it is finished
9. Continuing Education Grants report
- Mike would like to change the format – send via postal mail or email
 - Present form lacks a space to provide an email address for applicant
 - Voted to approve suggested changes
 - Melanie will let Jan know we approved his suggestions
10. Student Chapter reports
- ASU had sent info a couple weeks ago

- They sent registration costs to be reimbursed (over \$500, so no additional)
- Kay motioned to approve – board unanimously voted to approve

11. 2016 JAM report

- Location
 - Little America is booked (Flagstaff)
 - We're paying \$800/day for facilities, and \$500 total for A/V
 - Fireplace suite for our chapter party for \$80 – Melanie's room
 - Quiz bowl ended around 9 or 9:30
- Melanie will start working on the plenary
 - Next board meeting she'll have a draft plan for board members to review for approval
- Committee Chairs
 - 9 chairs remaining to be filled
 - A/V Chair is one of Melanie's students – Chase Warren
 - Samantha Vaughan will assist on this committee
 - Melanie will send a list of vacant committee chairs to Kay to include a request for volunteers in the spring newsletter
- Donations for silent auction and raffle
 - Raffle committee has no chair yet
 - Audrey Owens has a list of which business have provided donations in the past
 - Melanie will contact Audrey to get that list
 - Because various businesses have different fiscal years, timing for getting donations varies
 - Need to start working on this now to capture as much as possible
- NM TWS or AFS Involvement with the JAM planning
 - Some folks with NM TWS and AFS are interested in getting involved
 - Jessica Gwynn
 - Sharon Lashway (AFS) used to be an NAU student, knows Flagstaff
 - Melanie has spoken with her, and she's been helpful
 - Can reach out to officers of the other societies in case they want to participate in our call
 - Will start our upcoming board meetings with JAM planning, then additional folks can hang up while we continue with our board meeting
 - Student paper judging process was changed last year
 - Holly will figure out when the deadlines were last year so we can mimic that this year

New Business

- None

Good of the Order / Other?

- None

Adjournment

- Melanie motioned to adjourn, seconded by Holly.
- 4:59 PM meeting adjourned