

CO-WY AFS Chapter ExCom Meeting Minutes
Wyoming Game and Fish Department
Laramie, Wyoming
Friday, September 3, 2004

Prepared on September 10, 2004 by Lori Martin, Secretary/Treasurer

Attendees: Dave Zafft (Past President), Paul Mavrakis (2005 Annual Meeting-Program), Hilda Sexauer (Vice-President), Anita Martinez (President), Rosemary Black (2005 Annual Meeting-Arrangements), Lori Martin (Secretary-Treasurer)

Anita Martinez called the meeting to order at 9:00 am. A quorum of officers was present.

Approval of March 2004 Annual Business Meeting Minutes

The March 2004 annual business meeting minutes were approved.

Best Chapter Award & Madison Meeting Update

Hilda Sexauer attended the 2004 AFS Parent Society Meeting in Madison to accept the Western Division's Outstanding Chapter Award. Hilda indicated that overall the meeting went well, and that the Leadership Development seminar was very enlightening. She also attended a fisheries management meeting.

- Action Item: Hilda will provide the Chapter with notes highlighting the Madison meeting.

Procedures Manual Revision

Dave Zafft indicated that Matt Kondratieff has not made the revisions to the procedures manual quite yet. Dave suggested that these revisions should be discussed at the ExCom meeting in December. A final draft can then be approved during the Chapter business meeting at the 2005 Annual Meeting. Dave also indicated that the endowment and grant funding guidelines will need to be included within the manual, as well. Dave has been working on the unapproved endowment guidelines that Paula Guenther-Gloss drafted. Dave indicated that new guidelines are needed to continue the endowments. Dave and Bill Bradshaw have been working on the grants funding guidelines. Discussion followed regarding the notification of awards and who makes the presentation. The grant funding guidelines have been in place on the Chapter website in the past, but not recently. The Chapter has also not awarded a grant for quite awhile. Questions arose as to who approves the grant applications (the ExCom or an Adhoc committee).

- Action Item: Dave Zafft and Bill Bradshaw will provide drafts of the endowment and grant funding guidelines at the Ex Com meeting in December. Dave Zafft will also put together a "protocol" for organizing and planning the arrangements for the 2005 Annual Meeting.

Chapter Budget Update

Hilda Sexauer reported that the checking account balance as of September 1 was \$11,767.71; the savings account balance as of September 1 was \$26,004.91.

Checking and Savings Account Information

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As of September 1, 2004

US Bank-Checking Account Balance = \$11,767.71

US Bank-Savings Account Balance = \$26,004.91

US Bank-Total Account Balance = \$37,772.62

US Bank-Total Account Balance

Starting Balance = <span style='mso-tab-count:2'