

**CO-WY AFS Chapter Excom Meeting Minutes**  
**Wyoming Game & Fish Department Headquarters**  
**Cheyenne, Wyoming**  
**Thursday, September 22<sup>nd</sup>, 2005**

Prepared on October 24, 2005 by Matt Kondratieff, Secretary/Treasurer

Attendees: Greg Anderson (Membership Committee), Matt Kondratieff (Secretary-Treasurer), Lori Martin (Vice-President), Anita Martinez (Past-President), Dirk Miller (AFS Annual Meeting Registration Committee Co-Chair), Hilda Sexauer (President), Kelly Todd (Program Committee), and Dave Zafft (Arrangements Committee).

Meeting called to order at 8:40 a.m.

The advancement of officers was completed and Hilda Sexauer assumed role as Chapter President, Lori Martin assumed Vice President and Matt Kondratieff became the Chapter Secretary-Treasurer. A quorum of officer was present.

Approval of March 2005 Business Meeting Minutes

Hilda Sexauer made a motion to approve the minutes. Dave Zafft seconded the motion and the minutes were approved at 8:50 a.m. Dave Zafft highlighted two key bylaw changes in the minutes: 1) that the Past-President would assist with the endowments and bylaw revisions and share the responsibility w/ the Endowments Committee, 2) also stated that we need to define what qualifies as a "quorum."

Chapter Budget 2005 – 2006

Dave Zafft will make the necessary changes and send out a revised budget sheet that includes these changes. The 2005-2006 revised budget was approved.

**Action Item:**

- Dave Zafft will update budget to include necessary changes.

**COWY CHAPTER AFS FISCAL YEAR 2006 BUDGET**  
**Finalized and approved at Sept. 22, 2005 Excom Meeting**

<b>STARTING CHAPTER ACCOUNT BALANCE</b>	<b>\$41,147</b>
<b>Coca Cola Stock (value fluctuates and is not included in starting balance)</b>	<b>\$4,535</b>

<b>INCOME</b>	<b>Totals</b>	<b>Itemized</b>
Annual meeting total income	<b>\$17,300</b>	
Total meeting registration fees (all categories)		<b>\$8,850</b>
CO/WY Chapter business meeting breakfast registration		<b>\$250</b>
Raffle (gross income)		<b>\$3,500</b>
Banquet registration		<b>\$1,700</b>
Continuing education workshop registration fees		<b>\$1,000</b>
Meeting donations		<b>\$2,000</b>
Account interest	<b>\$50</b>	
Chapter rebates from parent society	<b>\$800</b>	
<b>TOTAL PROJECTED INCOME</b>	<b>\$18,150</b>	

<b>EXPENSES</b>	<b>Totals</b>	<b>Itemized</b>
Annual meeting total expense	<b>\$10,800</b>	
Meeting room charge		<b>\$0</b>
Food (banquet, breaks, socials)		<b>\$7,000</b>
AV Total (if using own projectors/laptops)		<b>\$0</b>
Raffle seed money: CO/WY		<b>\$1,000</b>
Printing (abstract/program)		<b>\$300</b>
Speaker gifts		<b>\$500</b>
Continuing education workshop expenses		<b>\$2,000</b>
Angler newsletter/ballots	<b>\$625</b>	
Excom meetings - Aug/Dec/Feb	<b>\$150</b>	
Excom operations	<b>\$1,800</b>	
AFS gift/student memberships (12 @ \$43 each)	<b>\$516</b>	
Award certificates and plaques	<b>\$415</b>	
FY06 contributions to student subunits (\$200 each)	<b>\$400</b>	
VP (05) travel to WD meeting - Anchorage	<b>\$1,775</b>	
VP (06) travel to WD meeting - Bozeman	<b>\$1,200</b>	
Wyoming Hunting and Fishing Wildlife Heritage Expo - Casper	<b>\$300</b>	
Website	<b>\$150</b>	
<b>TOTAL PROJECTED EXPENSES</b>	<b>\$18,131</b>	

<b>ESTIMATED TOTAL ANNUAL MEETING PROFIT OR LOSS</b>	<b>\$6,500</b>
<b>ESTIMATED TOTAL FY06 PROFIT OR LOSS</b>	<b>\$19</b>

<b>ESTIMATED CHAPTER FY06 ENDING ACCOUNT BALANCE</b>	<b>\$41,166</b>
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## Committee Reports

### Membership Committee – Greg Anderson

Greg Anderson submitted a Membership Committee report. Our chapter membership stands at 246 members with 14 registrants from out of state. Dave Zafft suggested we use this number to compute the required number for a quorum at the December meeting and the 2006 annual business meeting. Our bylaws require members to reside in Colorado or Wyoming unless they contact the Membership Committee chair directly. These 14 out of state members are not officially recognized as members according to our bylaws since they did not contact the Chapter Membership Committee. The parent society recognizes these 14 non-residents as members of the society, Most non-residents were graduate students that listed out of state addresses for contact information. Dave Zafft suggested that we email the 14 people and ask them if they desire to be members in order to recognize them as part of the chapter membership. Greg Anderson will make a chart of membership through time.

### *Chapter Dues and Rebates*

Lori Martin and Dave Zafft explained that when we receive checks from the parent society, one for chapter dues and one from chapter rebates. Dues renewals occur twice a year and can be for two different amounts. As of March 21<sup>st</sup>, 2005, we received \$2.28 per 152 members. On March 24<sup>th</sup>, 2005, we received \$470.00 in dues amounts (dues amounts are \$5.00/person).

### *The Hutton Program*

Colorado has 2 students participating in this program with Scott Gilmore Colorado Division of Wildlife (CDOW). Wyoming AFS Chapter members should make a goal of signing up a person for the program. Wyoming Game & Fish Department (WGFD) AFS members should discuss the program with Kate Grant, Brent Knotts and Mike Stone.

### *EXPO*

The AFS booth at the EXPO was a success again this year with 5,151 on Friday, 3,449 on Saturday, and 1,992 on Sunday. Over 150 students filled out quizzes at the AFS booth. However, Greg Anderson would like some new ideas for displays. Specifically, displays should be more interactive with the crowd. Greg suggested making pencils or pens w/ the AFS logo on them to give away during the EXPO. Cost for pencils/pens ranged from .24-.40 ¢ per item for an order of 1000. The total cost would be about \$200-\$400 for 1000. Other ideas suggested were coloring pages for children, plastic drinking cups, or stickers (ex. Stickers used on Nalgene bottles for 2005 annual meeting were printed by House of Printing in Casper: 307-266-3170: cost \$85.00 for ordering 50 stickers.).

### *Sportsman show in Denver*

Lori Martin stated that there will be a sportsman show in Denver in January. Maybe AFS could do a booth next to the CDOW booth?

### **Action Item:**

- Determine whether AFS should be involved similar to the EXPO in Wyoming (set up educational booth). Consider time, personnel, transport of posters/display boards/etc.

### *Recruiting New Folks*

The Excom is interested in getting new employees in Colorado and Wyoming involved with AFS. Greg Anderson suggested making the Membership Committee a 3-person committee. Steve Gale will assist the Membership Committee for 2005 – 2006.

### *Website*

Greg Anderson wants more membership links and information up on the chapter website. Links should include professional certification and the Hutton Program.

#### **Action Items:**

- Greg Anderson will contact the 14 non-residents to determine if they want to become chapter members and thus be included under our chapter membership.
- Greg Anderson will make a chart of membership through time to determine how current membership compares to past years based on bylaw numbers.
- Greg Anderson will solicit ideas for AFS CO/WY chapter display(s) at future Wyoming Game & Fish EXPOs.
- Greg Anderson and Excom members will decide if the chapter should finance pens or pencils or other gifts at the EXPO to kids.
- Kevin Gelwicks or Hilda Sexauer will Update Chapter website to include links to Hutton Program and Professional Certification and information on nonresident members.
- Greg Anderson and James Dominguez should determine which individuals are fairly new to WGF and CDOW. Involve/delegate tasks to new folks as much as possible with AFS committee work and other types of AFS-related activities.

### Chapter Budget – Lori Martin

Lori Martin revised the treasurer report originally presented at the 2005 annual business meeting. The checking account balance is \$15,492.43 and savings account balance is \$26,054.77 as of September 21, 2005.

#### Checking and Savings Account Information

##### **As of September 21 2005**

US Bank-Checking Account Balance = \$15,492.43

US Bank-Savings Account Balance = \$26,054.77

US Bank-Total Account Balance = \$41,547.20

##### US Bank-Checking Account Balance

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<b>Starting Balance = (as of February 2005)</b>	<b>\$17,132.01</b>
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##### *Description*

March credits = \$8,718.98

March expenses = \$9,191.10

April credits = \$2,051.56

April expenses = \$290.00

May credits = \$0.00

May expenses = \$100.00

June credits = \$0.00

June expenses = \$2,204.52

July credits = \$0.00

July expenses = \$0.00

August credits = \$0.00

August expenses = \$37.50

September credits = \$0.00

September expenses = \$587.00

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<b>Ending Balance = (as of September 2005)</b>	<b>\$15,492.43</b>
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##### US Bank-Savings Account Balance

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<b>Starting Balance = (as of February 2005)</b>	<b>\$26,029.09</b>
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##### *Description*

March interest 3/24/2005 = \$3.85

April interest 4/24/2005 = \$4.71

May interest 5/24/05 = \$4.13

June interest 6/24/05 = \$4.28

July interest 7/24/05 = \$4.71

August interest 8/24/05 = \$4.00

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<b>Ending Balance = (as of August 31 2005)</b>	<b>\$26,054.77</b>
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Lori Martin submitted a handout (budget report). We had \$18,000.00 in income after the annual meeting. Somehow, we have +\$8.48 in income unaccounted for. We grossed \$9,700.00 at the meeting and projected a gross income of \$7,000.00. Thus, we grossed

\$3,000.00 more than anticipated. Between 2004 and 2005 we had an increase of \$4,000.00 in our account.

#### *Annual Meeting Attendees*

Lori Martin passed out a handout that showed the breakdown of attendee numbers @ the 2005 CO/WY AFS chapter meeting held in Fort Collins, CO. The Excom agreed collectively that early registration should be kept and is essential for planning/organizing for the meeting (i.e. how many folks attending, food preparation planning, etc.).

#### *Financial Records*

The question was asked about how many years of financial records we should keep. Venice Beske believes we should keep 7 years of financial records and we are legally better off to destroy all records > 7 years old. Therefore, we destroyed all financial records that were older than 7 years old. This substantially reduced the amount/weight of paper work that is passed on from year to year to new Excom officers.

##### **Action Item:**

- Destroy all financial records (receipts, checking balance records) > 7 years old. Does not including endowments/grants funding records!

#### Endowment Committee – Bill Bradshaw

No report.

#### Awards Committee – Kathy Foster

No report.

#### Raffle Committee – Tracy Stephens and Dan Brauch

No report.

#### Funding Committee – Paul Dey

No report.

#### Environmental Committee – Hilda Sexauer

No report.

#### Website/Angler-Kevin Gelwicks, Hilda Sexauer, Scott Gangl

No report. Hilda Sexauer will resign as Webmaster. The new Chapter Webmaster will be Kevin Gelwicks. Scott Gangl will continue the Angler Newsletter for at least one more year.

#### Chapter Archivist – Venice Beske

AFS documents are currently stored in Venice Beske's attic. The Excom discussed moving the archives to: 1) Spearfish, SD facility 2) American Heritage Center, Laramie, WY. Spearfish facility currently stores the AFS parent society documents. We would not have to relinquish possession of our records. The American Heritage Center, Laramie, main advantage is that it is located in WY. However, if we submit our records to them, we relinquish control of the documents. We would not be able to retain ownership of the records, but could still access them at our will. Kelly Todd suggested we photocopy important documents for immediate access and then archive the rest of the records. Items to archive include photos, slides, and meeting abstracts/proceedings. Greg Anderson volunteered to help sort through materials for archiving.

Motion – Greg Anderson motion to use the Spearfish facility to archive materials, since it is AFS affiliated and it will be easier to access our records. Motion was second by Dave Zafft.

Some questions that need to be answered include: what services are provided? How soon can we get at records? How do we set it up? Venice Beske will check w/ the CSU and UW student groups to determine what materials should be in their respective libraries, including proceedings, newsletters, and annual reports.

It was suggested that the previous 5 years proceedings, annual meeting reports, and newsletters be posted on the website (if space allows). Venice Beske noted that she needs the two previous year's proceedings (2004 and 2005 Annual meetings) for the archives and a copy of the approved AFS CO/WY chapter procedures manual.

Things not needing to be archived:

- 1) Receipts and checking account information
- 2) Tax information
- 3) Endowments (recent)

Things that could be archived:

- 1) Photos/slides
- 2) Endowments (records of folks who donate financially etc.)
- 3) Meeting minutes
- 4) Proceedings
- 5) Meeting abstracts

Anita Martinez will get copies of proceedings from recent AFS annual meetings and request them to be placed at each school (CSU and UW) library. Venice Beske asked whether we should keep AFS newsletters in each school's libraries as well? One option is to keep newsletter in the state library if UW and CSU do not accept them.

Anita Martinez suggested we post a request in the Angler newsletter asking people to donate past CO/WY annual meeting proceedings. This way we could assemble a collection of meeting proceedings. Members could bring copies of old proceedings to the 2006 Annual Meeting where they could be gathered and taken to each school's libraries. Student subunits should become involved with gathering proceedings for the schools with help from their advisors (Chris Myrick-CSU and Wayne Hubert-UW). Anita will contact student chapters to see if they are willing to collect this information prior to the December meeting.

Dave Zafft suggested we need a section in the procedures manual on how to archive materials.

**Action Items:**

- Greg Anderson will assist with sorting through records and determining which items are appropriate to archive or not.

- Venice Beske will check with libraries at CSU and UW to determine whether proceedings, abstracts, annual reports and newsletters are appropriate to place in libraries.
- Kevin Gelwicks will determine if the website has space for previous 5 years proceedings, annual meeting reports, and newsletters.
- Excom needs to assign someone to provide Venice Beske with previous two year's AFS chapter proceedings and a copy of the chapter procedures manual once it is approved.
- Anita Martinez will request hard copies of recent annual meeting proceedings for the CSU and UW libraries.
- Anita Martinez will contact each student sub-unit and ask them to get copies of proceedings (send out a request) for placement in each school's libraries. Do this before the October Angler is printed so members can bring donated copies to the annual meeting in March.
- Venice Beske will update a section in the procedures manual on how to properly archive materials.

#### Endowments/Grants Funding

We need a special committee for Grants Funding and Endowments. Bill Bradshaw would like to resign from this committee. We need to create an ad hoc Grants Funding Committee.

##### **Action Item:**

- Hilda Sexauer will contact and instate good candidates for the Endowments/Grants Funding Committee Chair. Excom needs to create more defined role for guiding the Endowments/Grants Funding Committee.

#### Investments

Dave Zafft suggested that we invest our chapter savings. Hilda Sexauer asked about investments with Western Division and what we should do about them. Dave Zafft clarified for us that endowments are separate from grants funding. Another idea is to piggyback with the Western Division. This could potentially simplify the job and allow Henry Book to manage the money.

##### **Action Item:**

- Excom needs to develop a committee to research investments of Chapter Funds.

#### Annual Meeting Summary

##### 2006 Annual Meeting – The Plains Hotel, Cheyenne, WY

Monday: Evening registration @7:00 pm and welcoming social 7:30 pm @

Tuesday: Registration (a.m.) begins @ 7:00 a.m.

Opening session/greeting

Plenary Session

Contributed papers

Evening-student social



Wednesday

CO-WY Annual business breakfast (7:00 am to 9:00 am)

Contributed papers

Annual Banquet and Raffle (6:30 pm)

Thursday

Continuing Education course

Hilda distributed a budget sheet that presented anticipated expenses and income from the 2006 Annual Meeting. The Plains Hotel will be charging us a flat fee for the conference. We will not have extra cost from A.V., screens, and other miscellaneous items. The meeting will be from March 6 – 9.

Our chapter will cover travel expenses for the student presidents similar to last year. Last year we paid \$100/student group for travel and we contributed \$200.00 for each student chapter. The presidents will be required to submit receipts for reimbursements. The Excom needs to decide whether we will plan to cover travel expenses for the student groups. No committee members had any suggestions to change the way we did it last year.

**Action Items:**

- The Excom needs to determine whether we will pay travel expenses for each student chapter.
- Determine how we will use complementary/free rooms.
- Matt should write checks to CSU and UW student groups in the amount of \$200.00 per group as a gift.

The Plains Hotel Tour

11:20 a.m.- 2:15 p.m.: We visited the Plains Hotel to discuss meeting logistics. We agreed that the Plains Hotel was a great choice for our 2006 meeting. Highlights included excellent food, good meeting facilities, unique historic rooms, and modern technology (in rooms) such as high-speed Internet. The committees will determine final meeting room logistics and arrangement issues.

2:45 p.m.-We reconvened at the WGF headquarters.

2005-2006 CO/WY Chapter Committee Members

Hilda discussed the 2005-2006 chapter committee members.

*Newsletter - Scott Gangl*

Scott Gangl will be the Newsletter Committee Chair for 1 more year. He has done an excellent job for us.

**Action Item:**

- Begin thinking of possible candidates to replace Scott next year as Newsletter Committee Chair if he wishes to resign.

*Webmaster* - Kevin Gelwicks  
Kevin Gelwicks will be the Webmaster.

*Continuing Education* - Vacant  
The Continuing Education Committee Chair position is vacant.

**Action Item:**

- Hilda Sexauer will solicit candidates to fill this committee.

Greg Anderson provided topics for the 2006 Continuing Education course. 1. Tiger trout, how to make sterile trout: procedures/techniques (ID has some neat procedures), 2. Chemical treatments, 3. Culture facility filtration systems (Bellvue-Watson, CO). The Continuing Education Committee will be provided the Chapter surveys from previous year. Lori Martin suggested Alan Temple teach the Principles of Electrofishing course if he will be in the vicinity (CO).

*Registration* - Matt Kondratieff and Dirk Miller

Dirk Miller approached Sheila Brol and Tina Walker for their assistance with registration and they have generously agreed to assist with tracking/entering registration information in a computer database. In return for their help, the Excom should provide a kind gesture to them such as free tickets to the buffet dinner. The Registration Committee will review past registration forms from past/previous meetings. We agreed to charge the following registration fees.

- 1) Parent society members, early-\$75.00;
- 2) Parent society members, late-\$90.00;
- 3) Students and retired members, early-\$30.00;
- 4) Students and retired members, late-\$45.00;
- 5) Non-members, early-\$90.00;
- 6) Non-members, late-\$105.00;
- 7) Students and retired non-members, early-\$45.00;
- 8) Students and retired non-members, late-\$60.00;
- 9) The business breakfast will cost \$5.00; and
- 10) Banquet will cost \$20.00; additional banquet tickets will cost \$25.00.

The Registration Committee will be provided a list of invited speakers or other meeting participants that qualify for free registration. Registration will not be waived for speakers, moderators, volunteers, etc. Lori suggested that Matt Kondratieff should focus on providing refunds and collecting late registration funds and the checkbook while someone else handles the registration desk.

Registration, meeting dates, location and 1<sup>st</sup> call for papers will be announced in the October Angler. Late-registration deadline will be February 13, three weeks before the conference.

**Action Items:**

- Have computer database created and give assistance to Tina Walker and Sheila Brol with registration data entry.

- Registration Committee is responsible for creating registration form.
- Hilda Sexauer will provide the Registration Committee a list of attendees with waived registration.

*Arrangements* – Hilda Sexauer and Dave Zafft

Other members in Cheyenne have also volunteered to help with this committee as necessary. The Arrangements Committee will work with personnel from the Plains Hotel to finalize arrangements.

*Audio-Visual* -Vacant

The Audio-Visual (A.V.) Committee chair position is vacant. We need to make sure that we have backup laptops and projectors for each session. The A.V. Committee chair will be responsible for training volunteers on proper equipment use.

**Action Item:**

- Hilda Sexauer will solicit candidates to fill this committee.

*Awards*-Kathy Foster

The Award Committee Chairperson is Kathy Foster.

*Best Student Paper/Poster Judging*-Vacant

The Best Paper Committee Chair is currently vacant.

**Action Item:**

- Hilda Sexauer will solicit Best Paper Committee Chair.

*Endowments*-Anita Martinez

The Endowments Committee Chairperson will be Anita Martinez.

*Membership Committee*-Greg Anderson, James Dominguez, and Steve Gale

Greg Anderson (WY) and James Dominguez (CO) currently chair the Membership Committee. Steve Gale has expressed interest in becoming involved as a Co-Chair with Greg for WY and should be contacted.

**Action Item:**

- Greg Anderson should contact and confirm Steve Gale's potential involvement with the Membership Committee.

*Grants Funding*-Vacant

The Grants Funding Committee Chair position is vacant.

**Action Item:**

- Hilda Sexauer will solicit for Grants Funding Committee Chair.

*Program* – Kelly Todd, Craig Amadio, Dan Kowalski

The program should have a focused theme. However, we should not turn down any papers or posters that don't fit entirely within the theme format. The theme needs to tie together biologists, researchers, managers, and culturists. The Program Committee will solicit papers. And decide whether we will provide a hard copy of the program, CD or both. Gifts for presenters at the 2006 annual meeting have not been finalized but

potential ideas include ceramic coffee mugs or travel coffee mugs with our AFS logo inscribed on the side.

The Program Committee will provide the 1<sup>st</sup> call for papers in the October Angler. The announcement will include the following information: deadline for abstracts, presentation types accepted (2x2 slides or LCD presentations, sized limit on presentation, example of abstract and other pertinent information. The deadline for abstracts will be three weeks prior to the conference (February 13<sup>th</sup>).

Anita Martinez stated we should send an email to private fish growers and state aquaculturists in order to solicit their involvement.

**Action Items:**

- Kelly Todd will send an email out to committee members asking them for potential theme ideas.
- Finalize Theme.
- Determine a specific format for the program.
- Program Committee chair should begin soliciting papers.
- Determine an appropriate gift for presenters.
- Determine maximum size of presentation (MB size limit?).
- Determine clear instructions for creating/submitting abstracts and preferred format for submitting presentations.
- Anita Martinez should provide a list of private fish growers/aquaculturists (phone and emails) and contact them in order to encourage their involvement in the 2005-2006 Annual Meeting.

*Raffle-* Tracy Stephens and Dan Brauch

Tracy Stephens and Dan Brauch will chair the Raffle Committee.

*Trade show, Vendors, Sponsors-*Greg Anderson

Greg Anderson will chair the Trade Show, Vendors, and Sponsors Committee. We are interested in having vendors and sponsors help donate items and financially contribute with the cost of the conference. We need to check into the proper procedures for soliciting vendors. We will be waiving registration cost for vendors but will require them to provide the Chapter with a \$50.00 or more raffle item. We will provide them with a banquet ticket as an incentive to attend the meeting. Dave Zafft suggested contacting All Topo from Utah as a potential sponsor/vendor.

**Action Items:**

- Determine proper procedures for soliciting vendors.
- Greg Anderson will begin the process of soliciting vendors and sponsors and with finding assistance from other members.
- Kelly Todd or Greg Anderson will send out an email asking for ideas on potential vendors/technologies and create a list of vendors.

Volunteers

The student subunit will provide volunteers again this year to assist with A.V., moderators, registration, and other organization items. The Chapter needs to determine

the registration break we will provide to volunteers. Student chapter presidents should be contacted and we should request them to coordinate/solicit volunteer help.

**Action Items:**

- Hilda Sexauer will solicit an A.V. Committee chair. The A.V. Committee chair will contact student chapter presidents and encourage them to form a list of students interested in volunteering.
- The Excom needs to determine how much money will be discounted from volunteer registration fees.
- The A.V. chair will train each student volunteer on using the A.V. equipment.

Procedures Manual – Matt Kondratieff

Matt Kondratieff will get Anita Martinez's comments incorporated and update the procedures manual. Once edits are completed, Hilda Sexauer will post the procedures manual on the website for chapter members to review and edit. All comments on the procedures manual will be due by December 5<sup>th</sup> in order to adopt them by the next meeting (December 13<sup>th</sup>).

Next Excom Meeting Date

Next meeting (Excom) will be on December 13<sup>th</sup> at the Laramie regional G & F office at 8:30 a.m.

Unfinished business

*Taxes*

We must file taxes as a non-profit org. Taxes are to be filed by January. We need to use a tax program (Quicken?) to file. Actual date to be filed is the 15<sup>th</sup> day after the 5<sup>th</sup> month of the fiscal year. Therefore, taxes must be filed by December 15<sup>th</sup>.

Tax person: Natalie Brittain, Tax Time. We need to start with 2004 and work from there. She charges \$50.00 per hour and we anticipate about 2 hours of work @ a total cost of \$300.00 for 2004. We don't know how soon she would need our tax information in order to complete our taxes by the tax deadline.

We need to include a tax preparation section in our procedures manual and remove the checking account information for the secretary-treasurer officer duties description.

**Action Item:**

- Matt Kondratieff and Lori Martin will work together to file chapter taxes before the December 15<sup>th</sup> deadline.
- Lori Martin will find out from Tax Time how much time Natalie needs to process our taxes.
- Matt Kondratieff will update the chapter procedures manual with a section on how to conduct tax preparations and he will remove the checking account information from the procedures manual.

Transfer of Files and Positions

Positions were officially reassigned and files transferred to new officers.

Meeting was adjourned at 5:00 p.m.