

# Minutes

# Board Meeting

Scheduled for April 5th, 2007, 7:00pm  
Wachovia Securities  
Suite 400, 1350 Timberlake Manor Pkwy  
Chesterfield, MO 63017

**In Attendance:**

Jeff Risley

Chris Bradburn

Maurine Schmidt

Jeannie Chan

Christy Van Preter

Kathy Morse

Time	Agenda topics	Speaker
7:00	Meeting called to order	Jeff Risley
	<p>President's Report</p> <ol style="list-style-type: none"><li>Fall Region Meeting proposal to Todd Sauter<ul style="list-style-type: none"><li>Proposal was Region pay \$250 and we pay \$250 so it would be free to everyone – have keg, food, speakers and be at JCI: Todd doesn't like proposal, ball in his court</li></ul></li><li>Recap of Liability Policy (<i>Insurance - March item</i>)<ul style="list-style-type: none"><li>500,000 to 1,000,000 and now 2,000,000 agg. Extra \$150 month</li></ul></li><li>Chapter to file taxes or not file taxes - input from various chapters &amp; 2 CPAs<ul style="list-style-type: none"><li>We will be filing taxes for 2006 – Chris, Jenny, Brian, and Jeff will sign and needs to be in by May 15; in future, the President should sign for his/her tax year</li></ul></li></ol>	Jeff Risley
	<p>Secretary's Report</p> <ol style="list-style-type: none"><li>Approval of March minutes</li><li>Food at General Membership Meetings (\$40) – April is Stephanie</li><li>Start adding Action Items at the very end of the agenda</li></ol>	Kathy Morse
	<p>Treasurer's Report</p> <ol style="list-style-type: none"><li>Monthly Report<ul style="list-style-type: none"><li>\$3323.80 currently available</li></ul></li><li>Banking Alternatives recommendation (<i>March item</i>)<ul style="list-style-type: none"><li>Looking into CD at credit union – shoot for doing this in July</li><li>Bank of America will start charging - \$3000 min balance or \$12/mth starting in June – in July we will iron out whether or not we need to look at other bank accounts that are free</li></ul></li><li>Bad check issue – this is not chapter's issue, it's something that arrived in the PO Box; Jeff and Jeannie are dealing w/this</li></ol>	Jeannie Chan
	<p>Membership Development</p> <ol style="list-style-type: none"><li>Current Totals and Forecast – currently have 45 members (started year w/38); this past month we were even. Next 2 months anyone we add is a gain.</li><li>Jeff &amp; Steph meet to discuss membership duties/turn over before next board mtg.<ul style="list-style-type: none"><li>Sending data to state</li><li>Updating of membership database and email listserve</li><li>Membership billing</li><li>Call tree</li></ul></li></ol>	Stephanie Camden

	3. Diversity Dinner - work w/Ellie ( <i>March item</i> )	
	<p>Individual Development</p> <ol style="list-style-type: none"> <li>1. Diversity Dinner (w/Stephanie) <ul style="list-style-type: none"> <li>○ CPG template (<i>March item</i>) – completed through step 7</li> <li>○ Sara and Shamed are chairing one May 5<sup>th</sup> - soul food - Ellie needs to follow up w/them</li> </ul> </li> <li>2. Happy Hours <ul style="list-style-type: none"> <li>○ Issue w/multiple April happy hours – will we pay \$50 for appetizers at both events? - <b>YES</b></li> <li>○ Jeff got a lot of responses from chapter members w/happy hour ideas – looking at another one on April 12th</li> </ul> </li> <li>3. Demo Ball (Heidi Conrad’s idea) – Ellie needs to follow up w/Heidi on this</li> <li>4. Cardinals Game (Mission Inn project) – we are not doing this</li> <li>5. Rascals Baseball Game – joint project w/St. Charles – Ellie needs to follow up w/this (Melanie Wettier St. Charles President)</li> <li>6. Guest Speaker/Food Drive issue (<i>inviting Glen Koenen was March item</i>) – for April (Jeff will follow up with Glen for the meeting and the date of the drive in May 12<sup>th</sup> and an email address)</li> </ol>	Ellie Poulis
	<p>Community Development</p> <ol style="list-style-type: none"> <li>1. Cereal Drive – will be May 12<sup>th</sup> – Maurine will contact Stephanie for Dierberg's contact info from last year and set up w/store</li> <li>2. Easter Egg Hunt (<i>March items:</i>) <ul style="list-style-type: none"> <li>○ <i>Purchase eggs</i> – this is complete 5000+ eggs have been purchased and stuffed</li> <li>○ <i>Find Easter bunny volunteer</i> – Matt Schaefer will be the bunny</li> <li>○ <i>Follow-up w/Dinner by Design</i> – this is complete</li> <li>○ CPG is complete</li> </ul> </li> <li>3. Wonderland Camp -</li> <li>4. Adopt-A-Highway – April 28<sup>th</sup> at 10am, Kathy is Chair</li> <li>5. Relay for Life – feedback from President’s meeting <ul style="list-style-type: none"> <li>○ Looking for other chapters to partner</li> <li>○ Bridgeton Maryland Heights and Mission Inn expressed interest – Maurine will follow up w/these chapter presidents – if no response we will cancel</li> </ul> </li> </ol>	Maurine Schmidt
	<p>Management Development</p> <ol style="list-style-type: none"> <li>1. Tax Waiver Form to board – (<i>March item</i>) Completed. Emailed 3/24/07.</li> <li>2. Gumball Machine <ul style="list-style-type: none"> <li>○ Current receipts to date - \$405.22 since was installed in Nov. – break even date projected to be in July</li> <li>○ Gumball supplies – about 2/3 empty, will put in for more supplies in April or May</li> <li>○ Putting contract/agreement in place – Stan Faulkner has a draft we should discuss and approve (if agreeable) – Chris will follow up w/Linda by next board meeting to get some idea as to how formal the agreement should be. Will follow up after Easter Egg Hunt and also provide quarterly gumball report.</li> </ul> </li> <li>3. Ballwin Days Progress Report</li> </ol>	Chris Bradburn

	<ul style="list-style-type: none"> <li>○ Brian Boeckmann will co-chair – Jeannie will contact Brian to see if he will count money at Ballwin days if she can't get back into town for it</li> <li>○ Need to look into t-shirts</li> <li>○ Update on licenses and preparations (<i>March items including:</i> ) <ul style="list-style-type: none"> <li>a. <i>Contact Linda Bruer re: Letter of Authorization</i> – Completed 3/11/07, received letter 3/13/07.</li> <li>b. <i>Renew Ballwin Business License</i> – Completed. Confirmed w/Kathy Medlin (Ballwin official), everything in good standing on 3/28/07.</li> <li>c. <i>Get criminal background check</i> – Completed 3/28/07.</li> <li>d. <i>Get proof of voter registration</i> – Completed 3/12/07 and received on 3/15/07.</li> <li>e. <i>Get proof of “No Tax Due” from State of MO</i> – Completed. Documents sent 3/12/07 and resubmitted w/state Charter Number on 3/23/07. Documents received 3/27/07.</li> <li>f. <i>Contact Glenda Loehr regarding Ballwin liquor licenses</i> – Completed. Emailed Glenda 3/11/07 and received license form. Form completed and submitted 3/30/07 in time to be placed on 4/9/07 Ballwin Board of Alderman meeting agenda.</li> </ul> </li> <li>4. Easter Egg Hunt Concessions update <ul style="list-style-type: none"> <li>○ Update CPG to include drinks - (<i>March item</i>) Completed 3/8/07.</li> <li>○ Serving chips/cheese, pretzels, Capri sun drinks,</li> <li>○ New proposal to do hot chocolate as well – need to purchase a 5 gallon cooler to keep it hot – this is good idea</li> </ul> </li> <li>5. Strassenfest Paperwork <ul style="list-style-type: none"> <li>○ Received licensing paperwork – Chris will look at paperwork and/or talk to Brian before next meeting to see what needs to be done</li> <li>○ Need to think about a chair for this event</li> </ul> </li> <li>6. RibFest details <ul style="list-style-type: none"> <li>○ Changes for this year to cap the number of volunteers to help increase profits</li> <li>○ We will do this again – Rhonda needs these numbers in early April – Chris will do the PR/time sheets for this and start soon</li> </ul> </li> <li>7. River City Rascals Concessions <ul style="list-style-type: none"> <li>○ We will not do this</li> </ul> </li> <li>8. Riverport concerts <ul style="list-style-type: none"> <li>○ Christy will get this info from Bridgeton/Maryland Heights – chapter gets paid for whoever works</li> </ul> </li> </ul>	
	<p>Newsletter Director’s Report</p> <ol style="list-style-type: none"> <li>1. Articles for May Newsletter are due by April 22. <ul style="list-style-type: none"> <li>• If possible, please send articles as Word documents</li> </ul> </li> <li>2. Picture of Nikki Hamilton in the March Newsletter has been fixed (<i>March item</i>)</li> <li>3. Kathy will email 3 articles and 5 pictures to Bridgette Epple for the May Impact – cc Christy on the email</li> </ol>	Kathy Morse
	<p>State &amp; Regional</p> <ol style="list-style-type: none"> <li>1. POC Final Details</li> </ol>	Christy Van Preter
	Meeting adjourned	
	Action Items	

Jeff

- Schedule meeting w/Stephanie to discuss membership duties/turning over of duties (before next board meeting)
- Follow up with Glen Koenen regarding the April GMM and the date of the cereal drive (May 12<sup>th</sup>) for food pick up as well as get an email address for him to pass on to Maurine

Kathy

- Start adding action items to end of board minutes
- Email 3 articles and 5 pictures to Bridgette Epple/Impact by April 13 – cc Christy for POC

Jeannie

- Email copies of report to board members
- Return to banking alternatives issue in July
- Contact Brian to see if he will count money at Ballwin days if unable to get back into town for it

Stephanie

- Meet w/Jeff to discuss membership duties (before next board meeting)

Ellie

- Follow up w/Shamed and Sara about May 5<sup>th</sup> Soul Food diversity dinner
- Follow up w/Heidi Conrad on Demo Ball
- Follow up w/Melanie Wettier, St. Charles President regarding attending Rascals baseball game

Maurine

- Contact Stephanie for Dierberg's contact info from last food drive and set up agreement w/that or other store
- Follow up with Bridgeton-Maryland Heights and Mission Inn chapter presidents to see about partnering on Relay for Life – if no response we will cancel

Chris

- Follow up w/Linda about how formal the gumball agreement should be, give her quarterly statement – do this after Easter Egg Hunt, before next board meeting
- Look into t-shirts for Ballwin Days
- Look at Strassenfest paperwork and/or talk to Brian before next meeting to see what needs to be done
- Do PR/circulate sign up sheets for RibFest

Christy

- Get info about Riverport concerts