Call to Order & Introductions
Kendall McWilliams called the meeting to order at 9:15 am. A quorum was not present. JR in route. A quorum occurred upon JR’s arrival at 9:25 am.

- Discussion on Quorum (Kendall McWilliams)
  - Bi-laws state 2/3 of the majority of the Board of Directors shall constitute a quorum
  - Board of Directors include
    - Officers – 5 total (Past President, President, VP, Treasurer & Secretary)
    - Executive Committee – Officers plus 4 (Membership Chair, Communications Chair, Events Chair, Education Chair)
    - Chair of any other committees – currently we have none
  - Quorum will be 2/3 of 9 people = 6 people

Item #1: Officer Reports
- Secretary (Dirk Mason)
  - Review/approve Last Month’s Meeting Minutes
    - A motion to approve the July and August meeting minutes was made by Mark and seconded by Todd. The motion was approved unanimously.

- Treasurer (J.R. Roethke)
  - Financial report / Account Balances
    - Current account balances are:
      |                | July           | August         |
      |----------------|----------------|----------------|
      | Money Market 2 | $22,373.28     | $22,374.23     |
      | Operating      | $73,534.71     | $64,171.30     |
      | Total          | $95,907.99     | $86,545.53     |
    - A motion to approve the July Treasurer report was made by Todd and seconded by Mark. The motion was approved unanimously.
    - A motion to approve the August Treasurer report was made by Mark and seconded by Todd. The motion was approved unanimously.
    - Re-imbursement for the WWP conference will take place.
- All checks require dual signatures unless in unique situations
- Golf sponsorship update provided

- Vice President (Todd Greenwald)
  - No update

- Immediate Past President (Mark Schwenn)
  - Tri-Chapter Updates
    - Mark reached out to Epic’s Senior FM to see if they would be willing to host it.
    - Ned to find a venue
  - Tri-Chapter account – recommend draw down of the account 13-14 months following the Tri-Chapter meeting
    - JR needs to be included on all account communications
  - Holiday party
    - Budget of $2,000
    - Have raffle items
      - Proceeds will benefit a charitable organization in the community. This aligns with the Chapter’s Balanced Scorecard for 2018/2019

- President (Kendall McWilliams)
  - Kendall to do awards for the September event
  - Balanced Score Card Update
    - Will send to IFMA Madison chapter
  - Mark represent at WWP House of Delegates meeting Tuesday from 2:30 – 4pm.
  - Update By-Laws Discussion
    - Need people involved
    - Need digital copy
    - Put signed version on website

**Item #2: Team Reports**

- Events Committee (Amy Wildman or Ron Rowe) – Report provided by Kendall
  - Chair – Amy Wildman. Ron Rowe will be the Events committee representative at the Executive Committee meetings
  - September Event
    - AED presentation from Cardiac Science
    - Lunch at CUNA – Ron Rowe to confirm
  - October – no event due to WWP
  - November Event
    - Tentative City of Madison tour and presentation at the Madison Municipal Building
    - 3pm tour with happy hour to follow
  - Education committee, do you have any education topics/presentations we need to include in 2019 – no updates
  - Kendall has been sending out thank you messages to the whole chapter 1 week after each event.
    - What is the groups thoughts of the messages? Waste of time? Do you read them?
  - Events committee meetings are currently scheduled for the last Tuesday of each month at 3pm.

- Membership and Sponsorship (Sarah Dunn or Matt Tranchita) – report provided by Mark
  - No report
  - Discussion of the following occurred:
    - Did we remove Kelley Simonds of the City of Madison from database and add tconrad@cityofmadison.com? – Will check with Matt
    - Did we get Nate Ladwig with Creative Business Interiors information to become a new member?
    - Did we get David Harris with Environmental Control fixed up to become a member of IFMA? - yes
    - Did we get in contact with the people on the expiring membership list?
    - Did we follow up with Sam Adams with Cardiac Science Corporation (AED company) to become a member?
      - Followed up
      - He will be presenting at our September luncheon
    - Should we start sending out thank you letters to new/renewed members? Ask what they want from their chapter. Do they want to help out with any committees to get involved.
      - Need to follow up
    - Sponsorship
• Need to communicate perks – follow up with sponsors

• **Communications (Ken Jordan or Kelly Everson)**
  o Communications plan update provided by Dirk
  o Website redesign provided by Ken
    • Tentative schedule for tomorrow w/ Star Chapter
  • Next Steps
    • Process
    • Migration of content
    • New format set up
    • Turn over / new use of site
    • Kelly and JR in training
  • Future
  • Need a separate working group
    • Need membership outside of communications
  • Need testimonials
  • Website Review with Star Chapter
    • Initial meeting is complete
    • Who will head this up with Star Chapter

• **Professional Development (Patty Sweitzer)**
  o Been in touch with CFM trainer
  o Agreement reviewed – ok
  o Need date confirmed
    • Monday Nov 12
    • Need to pay IFMA fees $45 per person

**Item #3: New Business**

• **Chapter High Level Calendar**
  o See attached President Task List – Kendal will clean up
  o Can we add to this list and make it an Executive Committee List

**Adjournment:**
A motion to adjourn was made by Todd and seconded by Mark. Approved unanimously. The meeting adjourned at 10:17 am.

The next Executive Committee meeting is scheduled for Tuesday, October 9, 2018 at 9:15 am at CG Schmidt’s office located at 10 West Mifflin Street, Suite 400. Parking is validated courtesy of CG Schmidt.