Call to Order & Introductions
The meeting was called to order at 10:38 am, a quorum was present.

Item #1: Officer Reports
- **Secretary (Dirk Mason)**
  - Review/approve Meeting Minutes from March 12, 2020
    - Dirk noted two minor corrections:
      - Change the Secretary motion from February to March
      - The meeting was adjourned at 9:58 am, not pm.
    - A motion to approve the March meeting minutes was made by JR Roethke and seconded by Matt Tranchita. The motion was approved unanimously.

- **Treasurer (J.R. Roethke)**
  - Review and approve financial report / account balances as of March 31, 2020:
    - Account balances are:
      - Money Market 2: $22,392.93
      - Operating: $57,015.90
      - Total: $79,408.83
    - A motion to approve the March Financial Report was made by Dirk Mason and seconded by Amy Williamson. The motion was approved unanimously.

  - WI Financial Institution Registration update
    - Reinstatement cost of $135 must be paid with a check
    - Todd has paperwork and will submit upon in-person operations.

  - Banking Options
    - No updates
    - Simultaneously evaluate IFMA members:
      - UW Credit Union
- Summit Credit Union
  - Develop a concrete comparison should we be asked regarding our decision.
  - The team should only consider banks with a high quality on-line system for deposits, etc.
  - Check the on-line credit card options for the Admin/treasure to view all accounts. This may be a challenge.
    - Three Sponsors have yet to pay for 2020 Sponsorship
      - C Coakly – should be coming next week.

- Vice President (Francis Balthazor)
  - Confirm meeting with Todd, Francis and Jill to begin Leadership transition and vice president position.

- Immediate Past President (Kendall McWilliams)
  - No update

- President (Todd Greenwald)
  - Website Team (Todd, JR and Dirk) still need to meet
    - No update
  - Initial contact with Lerdahl Business Interiors has been made to discuss possibility of Madison Chapter Workplace community
    - No update
  - Sponsorship Deliverables
    - Associate directory has been completed
    - Need to post on website – challenges
  - Discuss further website activity specific to COVID-19
    - 8 response to request for roundtable
    - Trying to post
  - Possible “Chapter Fund” for Members who have either been laid off or let go. $250 per qualified Member (will need to prove non-employment status) and a cap of $3,500.00 (14 Members)
    - Have Chapter members been laid off?
    - Discussion occurred regarding a donation to an entity helping with COVID-19 relief efforts for an IFMA community outreach to an organization helping the community.
    - The Executive team should be engaged.
    - Electronic review
    - Final approval

- Executive Committee Advisor (Mark Schwenn)
  - No update

**Item #2: Team Reports**
- Events Committee (Amy Williamson, Kris Lerdahl-Faust)
  - Plans for 2020 Membership events
    - Month by month approach
    - Cancel in-person events
    - Golf outing on hold
    - Virtual meetings
      - Todd’s “roundtable” discussion
  - A motion to cancel all planned in-person activities for May was made by Todd Greenwald and seconded JR Roethke. The motion was approved unanimously.
• **Membership and Sponsorship (Matt Tranchita, Peter Devore)**
  o New member event on hold
  o Reaching out to expired members
    ▪ Communication plans are being developed to respond to current environment.
  o Welcome letter in the works

• **Communications (Kelly Everson)**
  o Need to conduct email blasts to members
  o Work with Todd to develop Chapter Newsletter (quarterly)

• **Professional Development (Todd Greenwald)**
  o CFM Exam follow up
    ▪ Chapter willing to support members financially
    ▪ There is a small level of interest.
    ▪ Promotion of CFM exam scholarship
      • Roll this out when buildings start to become occupied.
      • Designate $2,750.00 for 5 Members
      • Refined and develop roll on during May’s meeting.
  o CFM exam could be something that we include in our support for Membership specific to the COVID-19 impact. Would like to designate $2,750.00 for 5 Members to take the CFM exam with specific details and criteria to be defined later
  o Todd will create plan for funding CFM exam for those interested

**Item #3: New Business**
- Next meeting is TBD to be confirmed by via email.
- The meeting adjourned at 11:25 am.