

Pre-Conference Board Meeting

June 7, 2024

1. Updating bylaws and financial planning

- **Updating Local Chapter Bylaws**
Discussion on updating local chapter bylaws to allow officers to run for two years instead of one year for better efficiency and continuity.
- **Impact on President-Elect Position**
Clarification sought on how the change in bylaws would impact the election of a President-Elect every year, especially for chapters without a President-Elect position.
- **State vs. Local Chapter Bylaws**
Discussion on the relationship between state bylaws and local chapter bylaws, and how changes in state bylaws affect local chapters.
- **Voting on Bylaw Changes**
Process of voting on the proposed bylaw changes, including the motion, seconding, and final vote.
- **Finance Committee Budget Proposal**
Presentation of the proposed budget for the 2024-2025 year by the Finance Committee, including a review of current finances.
- **Appropriated Fund Balance**
Clarification on what the appropriated fund balance covers, specifically the loss shown based on revenue and expenses.

Conclusion

1. Motion passed to update bylaws to allow a term of office to be one or two years.
2. Confirmed that the change applies only to local chapter bylaws and not state bylaws.
3. State bylaws take precedence, and changes at the state level will affect local chapters.
4. Motion passed with majority approval.

2. Budget and Financial Management

- **Budget Adjustments**
Discussion on the conservative budget adjustments made, including changes in membership numbers, cost increases, and specific line items such as QuickBooks Online, administrative expenses, and liability insurance.
- **Liability Insurance**
Clarification on the process of paying and invoicing chapters for liability insurance, including the impact of special events and the need for certificates of insurance for certain activities.
- **Financial Reporting**
Discussion on the challenges of moving financial data into QuickBooks and the need for a balance sheet to show the organization's finances.

- **Board Meeting Expenses**
Discussion on the budget assumptions for board meetings being held via Zoom and the potential for in-person meetings.
- **Conference and Board Meeting Budgets**
Questions about the budgets for board meetings and conferences, including registration fees and expenses.
- **Use of AI for Meeting Transcriptions**
Introduction of a new transcription recorder that uses AI to summarize meetings and create to-do lists for participants.
- **Quorum Confirmation**
Verification of the number of chapters represented at the meeting to ensure a quorum is present.
- **Standing Rules**
Confirmation that the standing rules are included in the conference materials and do not need to be read aloud.
- **Nominations for State Offices**
Presentation of the slate of candidates for state offices and the process for accepting nominations from the floor.
- **Election Polls**
Announcement of the timing for the election polls to be open.
- **Introduction of Past State Presidents**
Introduction of past state presidents attending the conference, both in person and those arriving the next day.
- **Introduction of Regional Directors and Assistant Directors**
Introduction of regional directors and assistant directors present at the meeting.
- **Introduction of Special Committee Chairs**
Introduction of special committee chairs and their roles within the organization.
- **Moment of Silence**
A moment of silence held for members who have passed away since the last meeting.
- **Adjournment and Social Event**
Announcement of the adjournment of the pre-conference board meeting and the upcoming social mixer hosted by the Greater Binghamton chapter.

Conclusion

1. The budget was adjusted conservatively to reflect current membership and cost changes, with some expenses lowered and others raised.
2. All chapters reimbursed for the past year, and future invoices will be sent out on July 1st.
3. A balance sheet will be provided once the data is fully integrated into QuickBooks.
4. A proposal will be made at the conference to gauge interest in in-person fall board meetings.
5. Further information will be provided to clarify the financial aspects of these events.

6. The new technology will simplify the secretary's job and improve meeting efficiency.
7. A quorum is confirmed with 10 chapters represented.
8. Members are comfortable with the standing rules as provided.
9. Nominations from the floor will be accepted at the second business meeting.
10. Polls will be open from 11:30 to 12:00 after the morning business session.
11. Acknowledgment and appreciation for the service of past state presidents.
12. Acknowledgment of the regional directors and assistant directors.
13. Acknowledgment of the special committee chairs.
14. A moment of silence was observed.
15. The meeting was adjourned, and members were invited to the social mixer.

Post Conference Board Meeting
Sunday, June 9, 2024

Nominating Committee Selected:

Appointed: Kathy Capra, Ramona Gallagher

Elected: Karin Pantel (Chair), Helen Rico, Jacquie Shellman

Alternates: Deb Francis, Aaron Denman