

Eta Mu  
Executive Board Meeting  
11/17/23

Meeting was held at Volente Coffee Roasting and was called to order at 10:21 am. Members present: Wendy Bruce, Linda Chrabas, Pat Elston, Janice Freeman, Debbie Mar, Salinda Padilla (general member) and Dawn Pitcock. Members absent: Denise Carlson-Nieto, Theresa Foote, Kathleen Heinzinger, Judy Trask.

### **1. Finance Committee**

- a. The proposed budget was reviewed. It was decided that the budget needed more work before it could be approved by the group. The following adjustments to the budget need to be made:
  - i. Entire Finance Committee should meet to review / adjust the budget.
  - ii. Format to include the previous year's proposed budget with actual expenditures as well as the proposed budget.
  - iii. Line item adjustments to include the following:
    1. Website/ Domain name expenditures to be increased to \$200 inclusive as the fees for these are expected to increase.
    2. Fundraiser line items should be deleted.
    3. Funds for the Scholarships and other awards need to be deleted as a line item.
    4. Money for online trainings should be included (Leadership trainings via Zoom have associated costs). Update the funding total to \$250.
  - iv. The up-to-date membership list needs to be forwarded to Pat Elston as she needs the info to update the website, etc.

### **2. Scholarship and Awards Committee**

- a. Recommendation to develop a form (Google form) for potential recipients to fill out. A letter of recommendation is still required, usually from someone the applicant works with.
- b. Recommendation to send information regarding the scholarship (and other awards) to the Superintendents of area school districts via email and that the email be cc'd to the principals of those schools in those districts.
- c. This needs to be done by the Committee in such a matter that all deadlines can be met. All applications have multiple levels that they need to go through before approval.

### **3. Chapter Rules Committee**

- a. President (Co Presidents) need to call a meeting to review updates that need to be made.

### **4. Global Awareness Committee**

- a. Noted that the state and global committees are taking a more global ecology approach (ie: climate change).

### **5. Programs Committee**

- a. The December event has been canceled. Judy sent out an informational email 11/16/23.

## **6. Communications Committee**

- a. Pat has made significant changes to the website. Other changes still need to be made pending review by the Membership Committee and updated information from the treasurer.
- b. Program activities have been updated on the website.

## **7. Membership Committee**

- a. Noted that Kathleen sent out an email several weeks ago for members to fill out to update their personal information for the website. Pat and Wendy both indicated a need for editorial access to this form.
- b. Several members have not submitted up to date information. Several recommendations were made regarding this:
  - i. Committee members call members who have not responded thus far and touch base with them to fill out the form over the phone.
  - ii. If members cannot be reached, use old information until they can be contacted.
  - iii. Put a link to the form on the website.
  - iv. Salinda Padilla has volunteered to join the Membership Committee.

## **8. Nominations Committee**

- a. Janice will fill in for Adele on this committee.
- b. Pat has a form used by area directors can be tailored to our needs and be ready to be implemented.
- c. Nominations and selection of officers will need to be completed by 1/31/24.

## **• General notations:**

- Each Committee needs to select its chairperson.
- Going forward, Committee Chairs will be invited to Executive Board Meetings.
- Each Committee should hold a meeting (even if via zoom) to address any issues that need attention as noted above.
- Going forward, there will need to be an Executive Board meeting for all Officers and Committee Chairs in late July, or early August, to outline business that will need to be completed during the year so that decisions can be made and deadlines can be met.