

EXECUTIVE BOARD MEETING
APPROVED MINUTES
September 15th

Meeting called to order at 4:20 pm.

In attendance: Julie Salisbury, Vicki Poyser, Traci Sether; Excused: Darla Lancaster

1. **Approve Minutes of Exec Meeting on September 8th**: Approved

2. Budget

- 2.1. Clarification: The Executive Board clarified that at our last meeting we agreed to build our budget for this fiscal year based only on monies available as of September 1, 2014.
- 2.2. The Executive Board reviewed actual expenditures for 2013-2014 against what was budgeted for that fiscal year.
- 2.3. The budget expense categories were reviewed and fine-tuned (see attachment, attachment will be provided at chapter meeting).
- 2.4. The Executive Board renamed the "Unbudgeted" category as "Unappropriated Ending Fund Balance", "Office Supplies" became "Office Expenses", and "Printing" became "Printing Services".
- 2.5. The Executive Board set the proposed budget for the 2014-2015 fiscal year to be approved at the chapter meeting of September 22, 2014.

3. Set Agenda for September 22nd Chapter Meeting

- 3.1. Proposed Budget
 - 3.1.1. 2013-2014 Budget, 2013-2014 Actual Expenditures, 2014-2015 Proposed Budget and Explanation of Budget Expense Categories
- 3.2. Reports:
 - 3.2.1. Treasurer's Report to include expenses since last May
 - 3.2.2. President's Report to include Conference Resolutions Report, Committee Openings, New Employee Orientation, new chapter website, By-Laws to be posted online
 - 3.2.3. Vice-President's Report to include School Board action at last meeting and Building Rep. information
 - 3.2.4. Secretaries Report to include Exec. Board Meeting Approved Minutes of August 28th and September 8th meetings
 - 3.2.5. Revised Monthly Treasurer's Reports: tabled for October chapter meeting