

**AMTA - WI Board Meeting**  
**The Plaza Hotel & Suites Eau Claire, WI**  
**August 2, 2014**

Meeting called to order at 12:07pm by Lynn Kutz, President

**BOARD MEMBERS present:** Lynn Kutz (President), Casey Guilfoyle (1st VP/Education Chair), Kelsey Lyons (2nd VP/Membership Committee), Marilyn Heckert (Treasurer), AnnMarie Kolb (Secretary), Terry Bauer (Member-At-Large /Delegate/Interim Sponsorship Chair), Melissa Emmons (Member-At-Large/Delegate),

**COMMITTEE CHAIRS and Guests present:** Dawn Albrecht (Newsletter )

**Motion:** Casey Guilfoyle moves to approve the minutes from the June 22, 2014 3 - 6 p.m. via gotomeeting. Kelsey Lyons seconds. Approved.

**Consent agenda items:** Reports from the following Committees: CoC, CSMT, Display, Education, Government Relations, Membership, Social Media, Scholarship, Sponsorship, Sponsorship Ad Hoc, Store, Treasurer, and Website. **MOTION:** AnnMarie Kolb moves to approve the consent agenda. Kelsey Lyons seconds. Approved.

**Reports:**

**Awards:** Kelsey Lyons reported for Mindy Murkley. The plaques for the Meritorious and Humanitarian Awards are here for tonight's chapter meeting. Mindy found some raffle prizes for the meeting. Kelsey mentioned that we may wish to design a new shirt/jacket for the committee and BOD members. Casey Guilfoyle reported that Mindy has started to design pins for 2016. The pins for the 2014/2015 conventions are here for the delegates to hand out.

**Finance Committee:** No report.

**Sports Massage Team:** No Report.

**Newsletter:** Kelsey Lyons reported that the next Newsletter deadline is Oct. 30, 2014. The committee will put the draft on Google Drive. Kelsey will be working with Dawn Albrecht, our new Newsletter Chair, to help her get the next newsletter out. Kelsey reported that 35 members opted in for the hardcopy of the newsletter so far. Kelsey and Dawn will be looking into a new, closer to them, printer to help our chapter save money on printing and mailing.

**Old Business:** Discuss location and details for November Budget & Strategic Planning Meeting / Volunteer Development. Lynn Kutz appointed Marilyn Hecker Chair of Ad Hoc Committee for planning Volunteer Development Session Saturday, November 1, 2014. Appointment approved by Board. Marilyn will coordinate with Ann Marie Kolb and report to board by next BoD meeting.

## **New Business**

**CVOP REPORT:** Lynn Kutz and Casey Guilfoyle attended the Chapter Volunteer Orientation Program in July, 2014. They discussed much of what was learned and there was a lot of opportunity to meet other volunteers from other chapters in the Nation. Lynn suggested that we send more of our volunteers to CVOP and less to the National Convention.

## **Reviewed Chapter Deliverables.**

**Review Policy Manual:** This item will be tabled for another meeting. Lynn Kutz asked AnnMarie Kolb to update the manual to get it out to the members online. Lynn also asked the BOD to look over the Policy Manual to see what is needed and what can be removed and made into another document/file.

**Reimbursement Forms:** Lynn Kutz asked for all expense forms be submitted to Marilyn Heckert at this time. Marilyn read off the expenses. BOD approved expenses.

**Adjourn:**AnnMarie Kolb moved to adjourn the meeting. Terry Bauer seconded. Approved.

Meeting adjourned at 3:46pm, by Lynn Kutz.

Respectfully submitted by AnnMarie Kolb, Secretary.