

CMSA – MADISON CHAPTER

Meeting Minutes of CMSA – MADISON CHAPTER BOARD

Date	2/26/10	Time	4 pm – 5 pm
Facilitator	Sue Meudt		
Attendees	Brenda Bartz, Linda Viney, Vicki Krohn, Marlene Roewer, Jodi Atwell, Kathy Shurts, Webmaster – Stephanie Gassen		
Absent			

#	Agenda Topic	Previous highlights/ Discussion	Name of responsible/ committee resolutions
1	Webmaster Presentation	<p>Web site viewed and discussed google documents. Web site has had 2200 hits, 481 unique people.</p> <p>Discussed registration for seminars online.</p> <p>Discussed having company memberships listed with a box to link to their web site home page.</p> <p>Discussed attaching meeting minutes to web site. Current, then archive. Would have to change to a PDF file. Can e-mail to Stephanie.</p> <p>Change website e-mail to one e-mail starting with info@. Keep password the same.</p> <p>Possible facebook page – help membership. How would we keep updated.</p> <p>Website sponsors, Chapter sponsors.</p>	Stephanie Gassen – 45 minutes Stephani will work on making it possible to register for the seminars online. She will also develop the company membership area that will have a link.
2	Treasurer Report	<p>1/1/09 checking account balance \$13,564.74. Cash balance \$25.</p> <p>12/31/09 checking account balance \$11,664.65.</p> <p>There was a \$40 late fee for missing the chapter due date. Linda V motioned the chapter cover this fee, Brenda seconded the motion. Passed.</p> <p>Sor far for this year: \$100 membership due, \$125 Feb fee, 15 non member fee.</p> <p>1/5 2yr report filing fee.</p> <p>PO Box – bill for 1 year \$60 budgeted.</p>	Vicki Krohn – 15 minutes

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3	Nomination Results	Sue will present at tonight's meeting.	Sue Meudt
4	Next Meeting date	TBD	Marlene

#	Action Item	Responsible	Target Date
1	Seminar speakers	All	
2	Define responsibilities / duties that relate to keeping a functioning chapter and providing educational seminars	All	
3	Membership Committee – Linda volunteered		
4			Will mail out to board members
5			
6			

Date Submitted

Marlene Roewer, Chapter President

Date