

## 12 Sep 2023 Meeting associated with BAE visit in Cedar Rapids

Greetings Board Members,

A bit of a lengthy update (apologies) given that we had an abbreviated meeting in September with the BAE event and have a significant meeting upcoming in November with our annual board elections. Thanks in advance for reading through to the end and responding to areas where I need your feedback and/or vote.

1. This email will serve as our meeting minutes/notes for the September meeting. The August and September treasurer's reports are attached and the July meeting minutes were previously distributed/approved.
2. We are welcoming two new members to the Board in August and October. Welcome to K Krewer and Kevin Stevens. Look forward to meeting them both in our November meeting.
3. One outstanding item from the September meeting is to vote on a recommendation to update our website and utilize wordpress. This move would help modernize our website, make it more mobile friendly, increase search results/traffic, and also allow for easier maintenance and update. Total cost to do the upgrade is ~ \$1,250 and we budgeted for this in the FY23 budget. I am proposing that we carry that budget over to FY24 (see item 5/attached) and move to approve this change. Natalie has led the research and evaluation of this, so if you have questions please feel free to reach out to her. Otherwise please respond to this with your vote of yeah or nay by next Friday, October 13<sup>th</sup>
4. Finances moving to National. I met this morning with the finance team from NDIA national to discuss this transition. We agreed that we will target 1 January for our chapter to migrate. Delaying until January will give National time to get through FY close and an audit in November and allow us to transition to our new Board roles post November elections (see item 6 below). Biggest part of this change is that National will complete all monthly/quarterly reporting and will have stewardship of the accounts. This will actually greatly reduce the workload for our chapter treasurer function. We will still have access and visibility to funds, but will need to process invoice and check requests through them. We do have the ability to get a limited number of micro-purchase credit cards for incidental chapter costs. Next step is for a meeting post-November elections with new leadership (treasurer, President, and EVP) to finalize planning details. Overall my take is it will be a relatively simple transition. Any questions or concerns, please let me know.
5. FY24 Budget. Jan and I just signed the Q4 financial report and we ended the year with a very strong cash position (net result of 2 recent Symposiums). I took a crack at a proposed FY24 budget, attached. As you will see, this budget assumes a consistent level of income from a symposium next May and continued sponsorship of our scholarships. Expenses are generally flat, with the exception of the website update mentioned in item 3 above. Even with maintaining our \$50K of cash reserve, this budget projects a \$44K surplus for next year. As such, I would welcome thoughts and feedback from all of you on options we may want to consider funding in FY24. These could be additional scholarships, more active/aggressive donations and sponsorships, troop support, or additional (smaller) events outside of the symposium. Please send me your thoughts over the next couple weeks and I'll consolidate for a potential budget update and vote for approval in our November 14<sup>th</sup> meeting.
6. November BoD elections. This will be the focus of our November meeting. As refreshers, I am attaching our current BoD listing (with positions) and the description of all Board Positions (Operations Manual). Per our succession planning, I will be stepping down as President at the end of my 2 year term at the end of this year and Natalie will step up from the EVP role to take on the President role. Thank you Natalie! Brittany Benson has been nominated to take on the EVP role...thank you Brittany! We will of course formally vote for these roles in the November meeting. Beyond that, I am looking for your help in nominations for all other roles. I do know that Jan has asked to end her term as treasurer as has Kim in her role as programs director. These are both critical roles that we will need to fill, so please consider nominations and/or serving in these roles yourselves. As noted above, the treasurer role workload should be much less going forward, so please do consider taking this on. Ernie, having just stepped to help as the secretary I request you to consider staying on in that capacity and hereby nominate you as such. Similarly, Logan has taken on the symposium lead torch from Tammy upon her departure and I would nominate he remain in that role. Please send me your nomination and/or personal desires by Friday, October 20 so that I we can formally assemble candidates for voting ahead of the November meeting. Please CC George as our nominations chair.

Ok, if you made it this far – thank you!

To recap:

- Please vote on the Website proposal by 13 Oct
- Please send comments/feedback on the budget by 20 Oct
- Please send nominations/personal desires by 20 Oct

Next meeting is Tuesday, November 14<sup>th</sup> at 5PM, on Zoom. If you don't have the calendar invite please reach out to Natalie. See you then!

Regards, Ryan