(insert chapter logo here)

**Chapter ANFP Board Meeting**

**Date (Time)**

**Location or conference call**

**MINUTES (FINAL)**

|  |  |  |  |
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| **Time** | **Agenda Item** | **Presenter** | **Action** |
| **2:00 pm** | Call to order | Jane Doe, President | Chair Jane Doe called the meeting to order at 2:00 pm on Monday, September 19, 2016. |
| **2:01 pm** | Roll call | Jane Doe, President | Members present: Jane Doe, President; Steve Smith, President-Elect; Mary Johnson, Treasurer; Kathy Yu, Secretary; Tom Schultz, Immediate Past President  Not present: Anne Adams, Treasurer-elect |
| **2:02 pm** | Approval of Minutes | Jane Doe, President | May 2016 conference call minutes – APPROVED. **(A second to move the motion is not needed if there are no changes to the minutes.)** |
| **2:05 pm** | Treasurer’s Report | Mary Johnson, Treasurer | **Summarize the treasurer’s report:** Mary Johnson reported the cash balance from June 1 to August 31 in balance $XXX, and income received of $XXX after all fall meeting invoices totaling $XXX have been paid. The ending cash balance is $XXX.  **The treasurer’s report should include:**   * the period which the report covers * the cash balance at the beginning of the period * the income received during the period * the expenses paid during the period * the cash balance at the end of the period * the signature of the treasurer   MOTION: Approve TODAY’S DATE treasurer’s report (Smith-Schultz) – APPROVED. |
| **2:10 PM** | Other Officer Reports (if necessary) | Steve Smith, President-Elect | Steve Smith reported he is continuing his member recruitment efforts with the Membership Committee including attending Career Days and Local College and the Healthcare Show in Chicago on. He proposed creating a new prospective member brochure.  MOTION: Create new prospective member brochure. – REJECTED (3,2) |
| **2:20 pm** | Education Committee  Welcome/Hospitality Committee | Tom Schultz, Immediate Past President | **Tom Schultz reported the Education Committee has created two new courses for young professionals.**  MOTION: Approve funds for 2, $25 ($50 total) gift card giveaways for the Spring Meeting. (Johnson-Smith)– APPROVED. |
| **2:40 PM** | Old Business | Jane Doe, President | Jane Doe reported the new student letter was to be revised prior to being distributed to member for recruitment.  She stated the new letter was revised and including in the board packet.  MOTION: Approve student letter as presented in the September board packet. (Smith-Johnson) -APPROVE |
| **2:50 PM** | New Business |  | No new business to report/introduce. |
| **2:55 PM** | Open floor (optional) |  |  |
| **3:00 PM** | Adjourn |  | Meeting was adjourned at 3:02 PM CT. |

Notes:

(if needed, not included in official minutes)