

# KC NARPM | MINUTES

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Meeting date | time 1/23/2014 10:45 AM | Meeting location Fogo De Chao

Meeting called by	Caitlin Meehan	Attendees:
Type of meeting	Board Meeting	Caitlin Meehan
Facilitator	Caitlin Meehan	Kandy Meehan
Note taker	Jim Carlson	Jim Carlson
Timekeeper	Jim Carlson	Lois Severson
		Jenny Latta

## AGENDA TOPICS

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Time allotted | 15-30 Minutes | Agenda topic General Meeting | Presenter Caitlin Meehan

Discussion: Meeting Minutes from the last meeting are presented for approval

Conclusion: Board approves the meeting minutes as written.

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Discussion: Treasurers Report

Conclusion: Treasurers report was presented and approved. Many people paid dues on time this year, the addition of the late fee helps!

Action items	Person responsible	Deadline
Lois sent all of the invoices out. She will follow up with late fee notices to people still outstanding.	Lois	2/28/2014 12:00 AM
It was discussed that member prices should remain at \$150/year and non members should pay \$35 per meal. Lois will announce at the general meeting.	Lois	1/23/2014 12:00 PM

Discussion: Anyone have any ideas for upcoming meeting topics? Caitlin Shared meeting topics provided in chapter compliance last year

Conclusion: Board members will send Caitlin an email with possible topic ideas or comments on the suggested topics from compliance.

Action items	Person responsible	Deadline
Board members to send comments and ideas to Caitlin for meeting topics	All of the Board	2/28/2014 12:00 AM

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No other new business or issues to discuss.

11:10 Close of meeting. General session with all attendees begins.

# KC NARPM | MINUTES

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Meeting date | time 3/20/2014 10:45 AM | Meeting location Fogo De Chao

Meeting called by	Caitlin Meehan	Attendees:
Type of meeting	Board Meeting	Caitlin Meehan
Facilitator	Caitlin Meehan	Kandy Meehan
Note taker	Jim Carlson	Jim Carlson
Timekeeper	Jim Carlson	Lois Severson

## AGENDA TOPICS

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Time allotted | 15-30 Minutes | Agenda topic General Meeting | Presenter Caitlin Meehan

Discussion: Meeting Minutes from the last meeting are presented for approval

Conclusion: Board approves the meeting minutes as written.

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Discussion: Treasurers Report

Conclusion: Treasurers report was presented and approved. Lois is only chasing a couple of people for dues.

Action items	Person responsible	Deadline
Lois will speak with the two outstanding people today at the meeting about getting caught up with their dues	Lois	3/20/2014 12:00 PM

Discussion: Invites are not reaching the members. This is also a possible reason for low turnout at the meetings.

Conclusion: We will try the below action items and see what happens.

Action items	Person responsible	Deadline
Caitlin will start sending through the NARPM website as well as group emails for non members	Caitlin	5/15/2014 12:00 AM
Board members will see if they can find other sites or programs that might be helpful in sending invitations to get through people's spam filter. They will email Caitlin if/when they find something	Caitlin	5/15/2014 12:00 AM
Caitlin will try changing the title of the invites and links in the invites to see if that helps for the next meeting.	Caitlin	5/15/14 12:00 AM

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No other new business or issues to discuss.

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11:00 Close of meeting. General session with all attendees begins.

# KC NARPM | MINUTES

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Meeting date | time 5/15/2014 10:45 AM | Meeting location Fogo De Chao

Meeting called by	Caitlin Meehan	Attendees:
Type of meeting	Board Meeting	Caitlin Meehan
Facilitator	Caitlin Meehan	Kandy Meehan
Note taker	Jim Carlson	Jim Carlson
Timekeeper	Jim Carlson	Lois Severson

## AGENDA TOPICS

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Time allotted | 15-30 Minutes | Agenda topic General Meeting | Presenter Caitlin Meehan

Discussion: Meeting Minutes from the last meeting are presented for approval

Conclusion: Board approves the meeting minutes as written.

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Discussion: Treasurers Report

Conclusion: Treasurers report was presented and approved. Everything is running smoothly, no actions needed.

Discussion: We need to tell members that special drinks are not covered in the dues. They must pay separately for them at that meeting.

Conclusion: Chapter members will be reminded to pay for their drinks at each meal

Action items	Person responsible	Deadline
Caitlin will announce the reminder to the chapter today	Caitlin	5/15/2014 11:30 AM
Lois will watch the bill closely so that we can catch the drinks on the bill before the attendees leave for the day	Lois	5/15/2014 1:00 PM

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No other new business or issues to discuss.

11:00 Close of meeting. General session with all attendees begins.

# KC NARPM | MINUTES

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Meeting date | time 9/18/2014 10:45 AM | Meeting location Fogo De Chao

Meeting called by	Caitlin Meehan	Attendees:
Type of meeting	Board Meeting	Caitlin Meehan
Facilitator	Caitlin Meehan	Kandy Meehan
Note taker	Jim Carlson	Jim Carlson
Timekeeper	Jim Carlson	

## AGENDA TOPICS

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Time allotted | 15-30 Minutes | Agenda topic General Meeting | Presenter Caitlin Meehan

Discussion: Meeting Minutes from the last meeting are presented for approval

Conclusion: Board approves the meeting minutes as written.

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Discussion: Treasurers Report-provided by Lois over email. She could not make it because she has poison oak.

Conclusion: Treasurers report was presented and approved. Everything is going well. We must tell Chris to pay for her drinks separately.

Action items	Person responsible	Deadline
Lois will send a bill to Chris for her drinks from previous meetings	Lois	10/31/2014 12:00 AM
Kandy will ask Chris to pay going forward	Kandy	9/17/2014 12:00 PM

Discussion: Convention is coming up next month. How do we encourage more people to attend?

Conclusion: We will bring up convention at the start of this session. We will talk about some of the classes offered, and remind people of how close this year's convention is to us!

Action items	Person responsible	Deadline
Kandy will speak briefly about why she is so excited for this upcoming convention and how much she has gained from previous ones.	Kandy	9/17/2014 12:30 PM
The board will announce how many of us are attending, talk about the costs, first time attendee breakfasts, the tradeshow etc.	The board	9/17/2014 12:30 PM

Discussion: Elections happening at the November general meeting

Conclusion: We will have a chapter health meeting next time and hold elections at the same time

Action items	Person responsible	Deadline
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Action items	Person responsible	Deadline
Caitlin will put together the invite announcing elections	Caitlin	11/20/2014 12:00 AM
Next meeting we will ask for input on changes to meetings & officers	Caitlin	11/20/2014 12:00 AM

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No other new business or issues to discuss.

11:15 Close of meeting. General session with all attendees begins.