Meeting Called to Order at 1:03 pm

1:00 PM – 1:05 PM - Call to Order

☐ Welcome, Housekeeping, Announcements Kelly Forsberg
☐ Roll call Kelly Forsberg
  • Attendees: Kelly Forsberg, Linnea Hengst, Sarah Everitt, Brian Dixon, Isabel Mancini
☐ Review of the Agenda Kelly Forsberg

1:05 PM – 1:30 PM

☐ Minutes from prior meeting Kelly Forsberg
  o Any old business?
  o Internal Audit Procedures
    ▪ Kelly drafted a checklist for internal audit procedures
    ▪ Tracy Hall had requested to run it by Bea Sapp (former treasurer) at TESC; still in progress
☐ Outstanding To Do List Linnea Hengst/Kelly Forsberg
  o Separation of duties from Treasurer Role to FPC
  o Adjusting By-Laws to reflect separation
    ▪ Membership Vote required? Completed in Fall 2018 meeting?
  o Change to bylaws to update the Vacancies and Transitions to reflect the procedures for a vacancy in the VP roles (as outlined in the bylaws)
    ▪ Will require a recommendation to the EC; if approved, will be presented to the membership for a vote to approve/deny change to bylaws
    ▪ Suggested wording change for vacancy in Treasurer role: “A vacancy in the office of the Treasurer, shall be filled by the Treasurer-Elect. Should the Treasurer become ineligible to serve during the first year of the two-year term, the Treasurer shall be permitted to complete the remainder of the first year in order to allow for an orderly transition. In the event there is no Treasurer-Elect to fill the Treasurer’s vacant position, the
vacancy shall be filled by a majority vote of the Executive Committee until the next regular election for that position."

- Kelly (or Brian) will present FPC’s recommendation at next EC meeting

1:30 PM – 1:50 PM
- New Business
  - Next steps for FPC and new Treasurer
  - Obtaining credit card for the association
    - Referenced archived 01-14-14 email from Jim DeWilde to Monique Theriault re: previous recommendation to sign up for Chase credit card
      - Linnea will research current credit card options with Chase
      - Kelly will draft some verbage for FPC’s recommendation around procedure for defining card holders, credit limits and other liability safeguards
  - Per Sarah, credit card not charged for EC meeting at Red Lion
    - Sarah will follow-up with hotel

1:50 PM – 2:00 PM
- Review of To Do List

ADJOURN

Next Meeting: May/June 2019 Transition Meeting, TBD