

ASMC EXECUTIVE COUNCIL MEETING MINUTES
30 Apr 08

The meeting was called to order at 1330 by April Chapel

ATTENDEES:

April Chapel
Ken Pickler
Leah Hodge
Brenda Dininger
John Dininger
Ken Kennedy
Vanessa Fuentes
Dedra Hickman
Jennifer Denega
Capt Dan Genest

The meeting began with an open discuss concerning all committee and executive positions. We would like to open all the positions (President, Vice President, Treasurer, Secretary, and all committee chairperson positions) during the upcoming elections. It was noted that the Treasurer and Secretary positions are appointed by the President. We would like to open up the nominations for committee chairs every 12 months. April stated that she would form an election committee and get with Ron Millis to set up the web page for easy election process. ACTION ITEM: Set up Election Committee.

It was also noted by Capt Genest that there is no continuity books for any of the positions. ACTION ITEM: Each executive position and committee will compile a Continuity Book. April will suspense out to executive committee.

April also mentioned that whenever we have an event that requires the handling of cash, we have no procedure in place for passing the monies from one person to the next. Ken Pickler recommended in the future that we only books luncheons where we “pay as you go”. This will avoid the handling of cash. ACTION ITEM: Set up procedures for handling cash such as hand receipts and 2 or 3 person verification.

April would like for the Secretary position to maintain and manage the Chapter mailbox. Brenda has the key and will check the mailbox on a weekly basis.

The meeting was adjourned at approximately 1530.

Recorded by: Brenda J. Dininger, Secretary, Gulf Coast Chapter