

ASEA Juneau Chapter
Executive Board Minutes
February 20, 2025

The regular meeting of the ASEA Juneau Chapter Executive Board was **called to order at 5:35 PM** on February 20, 2025, on Zoom.

Present: President Stephen Warta, Vice President Randy Sutak, Secretary Tanya Howard (5:54 PM), Treasurer Adam Bauer, Executive Board Member #2 Paul Kelly

Absent: None

Staff: Lizzie

Quorum: Established (5 members)

I. Approval of Agenda

Main motion 25-2-20-1 (Amend Agenda)

Remove Glory Hall spending from the Consent Agenda and consider the Treasurer's Report in the Consent Agenda individually after Secretary Report.

Moved by Paul Kelly, seconded by Adam Bauer and approved without objection.

Add consideration of Steward applications for Tanya Howard and Clarity Dubec under the President's Report.

Moved by Paul Kelly, seconded and approved without objection.

Approve Agenda as amended.

Moved by Paul Kelly, seconded and approved as amended without objection.

II. Secretary's Report

Main motion 25-2-20-2 (Approve 1/16/2025 Minutes)

Approve E-board Meeting Minutes for 1/16/2025.

Moved by Paul Kelly, seconded by Adam Bauer and approved without objection.

Main motion 25-2-20-3 (Approve 2/6/2025 Minutes)

Approve Special E-board Meeting Minutes for 2/6/2025.

Moved by Adam Bauer, seconded by Randy Sutak and approved without objection.

III. Staff Updates

Lizzie shared that the VMO and PEL reception went very well, and it all turned out great. Steward applications if approved there is an upcoming training.

IV. President's Report

Stephen shares great feedback on the VMO and PEL conferences. Tanya Howard and Clarity Dubec have submitted applications to become a Steward.

Main motion 25-2-20-4 (Approve Stewards)

Appoint Tanya Howard and Clarity Dubec to be Stewards.

Moved by Paul Kelly, seconded and approved without objection.

V. Treasurer's Report

Main motion 25-2-20-5 (Approve Treasurer's Report)

Approve the 2/5/2025 Treasurer's Report.

Moved by Adam Bauer, seconded by Paul Kelly with objection due to mathematical error.

Amend report to reflect change under inflows to $\$9.18 + \$1.06 = \$10.24$ (not $\$10.04$).
Moved by Paul Kelly, seconded by Adam Bauer and approved without objection.

VI. **Committee Reports**

1. **Bylaws Committee:** Stephen requested a digital copy of the template for bylaws to share with board members.
2. **Scholarship Committee:** Adam reported letter went out and form is online and they have received 15 applications at this point. The award decision will be made after March 1st. Lizzie shared that the scholarship applicants should be referenced to dues paying member list.
3. **Activities Committee:** Nothing to report currently.
4. **Audit Committee:** Adam reported report has been submitted by the committee.

VII. **Old Business**

Tanya mentioned that the minutes, in the new form, do not show what is approved with consent agenda. Going forward Tanya will copy and paste what is approved from the agenda.

Main Motion 25-2-20-6 (Allow Meeting Minutes Correction)

Allow the secretary to edit the January 16th and December 19th meeting minutes to add contents of the consent agenda.

Moved by Paul Kelly, seconded and approved without objection.

Tanya will update the December and January meeting minutes to include the consent agenda.

VIII. **New Business**

1. **Approval of Secretary to Global CU Account**

Main motion 25-2-20-7 (Approve Bank Signer)

Approve to add the Secretary, Tanya Howard, as a signer to the Global CU bank account.

Moved by Paul Kelly, seconded and approved without objection.

2. **Food for Membership Meeting**

Main motion 25-2-20-8 (Approve Membership Meeting Food)

Approve up to \$150 for food for the upcoming Membership Meeting on March 12th out of Chapter Meeting Costs.

Moved by Adam Bauer, seconded by Paul Kelly and approved without objection.

3. **Posting Meeting Agenda/Minutes**

Tanya asked about us posting our meeting minutes. Adam agreed we could post on our local website.

Tanya will send final minutes to Adam for posting on the website.

4. **Audit Committee**

Adam reported the report is back from the committee. The report was discussed and made recommendations.

Adam will make an invitation for the committee to present to membership at meeting if they are able.

Next Meeting

Membership Meeting – March 12th at 5:30 PM (Zoom/In Person)

E-Board Meeting – March 20th at 5:30 PM (Zoom)

Adjourn:

Meeting was adjourned at 6:26 PM.

Respectfully submitted by Tanya Howard, Secretary

Approved at the ___/___/_____ meeting.