

Juneau Chapter  
Executive Board Minutes  
May 15, 2025

The regular meeting of the Juneau Chapter Executive Board was **called to order at 5:44 PM** on May 15, 2025, on Zoom.

**Present:** President Stephen Warta, Vice President Randy Sutak, Secretary Tanya Howard, Treasurer Adam Bauer,

**Absent:** Executive Board Member #2 Paul Kelly

**Staff:** Emily

**Quorum:** Established (4 members)

**I. Board Member Absences**

Main motion 25-5-15-1 (Excuse Executive Board Member #2)

Excuse Paul Kelly from today's meeting.

Moved by Adam Bauer, seconded and approved without objection.

**II. Approval of Agenda**

Main motion 25-5-15-2 (Adopt Agenda)

Adopt agenda as presented.

Moved by Randy Sutak, seconded and approved without objection.

**III. Secretary's Report**

Main motion 25-5-15-3 (Approve 3/12/2025 & 4/17/2025 Minutes)

Approve E-board Meeting Minutes for 3/12/2025 & 4/17/2025.

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

Main motion 25-5-15-4 (Approve Record of Email Actions)

Approve Record of Email Actions by E-Board.

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

1. *Budget committee has four appointed members: Heidi Lengdorfer, Sam Brown, Gabriel Cohen, and Danielle Redmond. (5 approvals: President, Vice President, Secretary, Treasurer, and E-Board Member #2)*
2. *Reimbursement to Supanika Ordonez is approved for \$222.05 for April Glory Hall Dinner from the Volunteer Corp budget line (2 approvals: President and Treasurer)*
3. *Reimbursement to Emily Chapel is approved for \$177.53 for New Hire Open House from the Chapter Organizing budget line (2 approvals: President and Treasurer)*

**IV. Staff Updates**

Emily shared contract ratification voting timelines and open houses to discuss contracts. A quick update was given on agreement highlights.

**V. President's Report**

Main motion 25-5-15-5 (Approve Steward)

Appoint Demi Rose Rockwell Kitka to be a Steward.

Moved by Randy Sutak, seconded and approved without objection.

**VI. Treasurer's Report**

Main motion 25-5-15-6 (Approve 5/13/25 Treasurer's Report)

Approve the 5/13/2025 Treasurer's Report.

Moved by Tanya Howard, seconded by Randy Sutak and approved without objection.

## VII. Committee Reports

1. **Bylaws Committee:** Nothing to report.
2. **Scholarship Committee:** Scholarship checks were sent out.
3. **Activities Committee:** Nothing to report.
4. **Audit Committee:** Audit needs to go before membership.
5. **Budget Committee:** Adam Bauer shared an overview of budget and noted very little changes. We need to have more money allocated to bookkeeping. With new information about election mailings a new line was added. Adam answered questions from board members.

Main motion 25-5-15-7 (Approve Budget Presentation)

Approve presenting the budget to the membership meeting as presented.

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

## VIII. New Business

1. **CLC 4<sup>th</sup> of July Parade:** Emily asked about contributions from chapter for candy for parade.  
Main motion 25-5-15-8 (Approve Parade Candy Expense)  
Approve spending \$300 from chapter organizing to CLC to help with candy for parade.  
Moved by Adam Bauer, seconded by Tanya Howard and approved without objection.
2. **Agenda/Preparation for Next Membership Meeting:** Membership meeting will include audit report and presentation of the budget as well as committee reports or mention of committees for possible new members. Adam mentioned the Steward paperwork states that they will attend Membership Meetings.
3. **List of Standing Committee Members:**  
Activities Committee: Supanika Ordonez (chair); Tanya Howard  
Bylaws Committee: Paul Kelly (chair); Stephen Warta; Tanya Howard  
Scholarship Committee: Adam Bauer (chair)  
Budget Committee: Adam Bauer (chair)  
Audit Committee: *recruitment as needed*

### Next Meeting

Membership Meeting – June 11<sup>th</sup> at 5:30 PM (In Person & Zoom)

E-Board Meeting – July 17<sup>th</sup> at 5:30 PM (Zoom) *Tentative Cancel of June E-Board Meeting*

### Adjourn:

Meeting was **adjourned at 6:29 PM.**

Respectfully submitted by Tanya Howard, Secretary

Approved at the \_\_\_\_\_, \_\_\_\_\_ E-board Meeting.