



X	President & One Year Director: Christie Saenz		Treasurer: Georgia Snodgrass
X	Vice President & Two Year Director: Matthew McGee	X	Secretary: Matthew Eckmann
	Education Chair: Joyce Labus	X	PDC Chair: Yvonne Long
	Young Professional Chair: Brad Bujan		Awards & Nomination Chair: Mark Schulze
X	Membership Chair: Kyle R. Schroeder		Special Events Chair: Debbie Herrera
X	Past President/Region 2 Secretary: Erin Newberry		Website/Newsletter Chair: Cynthia Garcia
	Member/Region 2 Vice-Chair: Denise Skinner		Social Media Chair: Ashley Johnson

Members who attended are marked with an "x"

Call to Order: Meeting called to order by Christie Saenz at 11:53 am

Previous Meeting Minutes: Minutes from the Regular Board Meeting of November 2nd were previously e-mailed to all board members and copies were provided at this meeting. Kyle Schroeder motioned to approve the minutes from the November 2nd Regular Board Meeting and Matthew Eckmann seconded the motion. The motion passed unanimously.

OFFICER AND COMMITTEE REPORTS

Treasurers Report: No Report

Education Committee: Christie Saenz informed the Board that the education calendar has been sent to the membership and all of the CSMA's have been submitted to Headquarters. Erin Newberry informed the Board that she is looking into Course 804 in October 2018, Course 410 in late 2018 and course 431 in late 2018.

Membership Committee: Kyle Schroeder updated the board that there are 2 new pending members, Cynthia De La O and Corey Dowlearn. Kyle also informed the Board that Rapher Perez-Lopez has transferred his membership from Chapter 74 to Chapter 39.

Professional Development: Yvonne Long announced that Albrina Coleman is submitting her SR/WA completion application.

Young Professional Committee: Matthew Eckmann updated the Board that the YP ugly sweater social was a success. He also updated that Board that he had been promoted to Secretary of the Young Professional International Task Force and that Juan Salazar from Chapter 36 in Dallas would be stepping up to replace him as one of the Region 2 YP Representatives.

Region 2 Update: Erin Newberry updated the Board that course 225 would be offered at the Spring Forum. She also informed the Board that the Region Leadership needs to know what the plans are for the Thursday Night Social.

Special Events: Christie Saenz informed the Board that Debbie Herrera was working on identifying location for the social to be held at the Spring Forum..

Website/Newsletter: Christie Saenz discussed sponsorships and when invoices needed to be sent. The Board discussed the role of the Website Chair. The Board discussed the progress of the newsletter. Yvonne Long suggested adding a link to the Website in all e-mail correspondences.



Social Media: Christie informed the Board that Ashley has been loading and posting to Twitter.

Chapter Nominations and Elections: Erin Newberry suggested that the Committee should submit the Chapter for Chapter of the Year

OLD BUSINESS

1. Matt McGee discussed 3 options with the Board for the Chapter Luncheons. The 3 options are:
 - a. Gradys on Nacoma – Has several options for price and menu selection
 - b. Bigz Burger – Burger Buffet - \$200 deposit for room. \$400 food minimum of which the deposit will be applied to.
 - c. Quarry – The Quarry has agreed to reduce the room fee to \$125.00 until their construction is complete in June.

Matthew Eckmann made a motion to keep the meetings at the Quarry until May 2018. Christie Saenz seconded and the motion passed.

Christie Saenz made a motion to reduce the fee for the monthly luncheons to \$18.00 through May 2018. Erin Newberry seconded the motion and the motion passed.

2. The board resumed discussion regarding the budget for the 2018 International Conference in Edmonton. Matthew Eckmann presented the proposed budget. The Board discussed the budget and made some modifications. Matthew Eckmann made a motion to send the 4 Officers (President, Vice President, Treasurer and Secretary) to the 2018 International Conference in Edmonton with a not to exceed budget of \$3,000 per Officer. Christie Saenz seconded the motion. The motion passed. A copy of the budget is attached to the minutes.

NEW BUSINESS - None

Adjourn: The meeting was adjourned at 1:10pm.

Minutes prepared by IRWA Chapter 39 Secretary, Matthew Eckmann and reviewed by IRWA Chapter 39 President, Christie Saenz for approval by the IRWA Chapter 39 Board of Directors at our next Board Meeting scheduled for January 11, 2017 at 11:30 am.

2018 IRWA International Conference Budget
Chapter 39 Officers

Sat thru Thurs

Airfare	\$750.00
Baggage Fee	\$100.00
Hotel (Sat-Wed nights) @\$200/night inc. tax	\$1,000.00
Airport Parking (@\$10.00/day)	\$60.00
Airport transfers	\$100.00
Meals	\$250.00
Registration (Inc. Mon Night Event)	\$615.00
Total	<hr/> \$2,875.00
Not to Exceed Amount:	\$3,000.00
Number of Participants:	4
Total:	\$12,000.00