



**Call to Order: 4:35 p.m.**  
**Adjournment: 5:15 p.m.**

**Led By:** Arturo Garcia Sierra  
**Secretary:** April Tellez Green

**In Attendance (QUORUM) (12 voting, 0 non-voting):**

1. Jenny Mehlow, Treasurer
2. Monica Gil dos Santos
3. William Lopez
4. Paulina Sierra
5. Amanda Nelson
6. Cheryl Robinson, APR
7. Elena Gomez
8. Alexis Cortes
9. Arturo Garcia Sierra, President Elect
10. April Tellez Green, Past President
11. Anthony King
12. Karlene Sanchez

**Absent (3 voting, 3 non-voting):**

1. Anne Buckley
2. Chris Jenkins
3. Julie Smith-Taylor, APR
4. Sammi Reyes
5. Blake Nelson, President
6. Barbara Cosio Moreno, Secretary

**Chapter Administrator:** Blake Nelson, APR



**Chapter Treasurer:** Jenny Mehlow  
**Ethics Officer:** Julie Smith-Taylor

| Agenda Item                            | Discussion   | Action             | Owner  |
|--|--|--------------------|--------|
| Call to Order/President Elect's Update | <ul style="list-style-type: none"> <li>● Call to order</li> <li>● Slate is composed and Blake is working on putting together our Nominating Committee to vet it</li> <li>● Once it's been vetted, we'll alert our membership</li> <li>● We need 25% of our members to vote in favor to pass the slate</li> <li>● Committee plans - each committee has a standing member or co-chair which will help the creation of committee plans for 2024</li> <li>● Encourage committees to hold their transition calls with old and new committee - 20 minute Zoom calls - soft orientation</li> <li>● Late Jan, early Feb, looking for place to host the retreat</li> <li>● Document will be started - chapter calendar</li> <li>● Budgets will be turned in (requested) after the retreat</li> <li>● Sponsorship deck will be updated for 2024</li> </ul> | No Action Required | Arturo |
| Budget Update                          | <ul style="list-style-type: none"> <li>● Looking into budget available for holiday mixer - unsure of which line item this was included in within the budget - Jenny will get us this figure by this Thursday</li> <li>● PD is putting on the event, should come out of their budget</li> </ul>   | No Action Required | Jenny  |



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|--------------------------|--|--------------------|---|
|                          | <ul style="list-style-type: none"> <li>• Membership \$8,000 - spent all but \$65</li> <li>• Bernays came in at a loss - historically a fundraiser, not always a loss each year</li> </ul>  |                    |   |
| Secretary Update         | <ul style="list-style-type: none"> <li>• Approval of October Minutes                             <ul style="list-style-type: none"> <li>○ Cheryl made the motion to accept</li> <li>○ Monica seconded</li> <li>○ Motion passes unanimously</li> </ul> </li> </ul>  | Board Vote         | Arturo                                      |
| Professional Development | <p>Holiday Mixer and Annual Meeting</p> <ul style="list-style-type: none"> <li>• Looking to host a breakfast event - have experienced success with this timeframe in the past</li> <li>• Triple purpose event: annual meeting, volunteer appreciation and mixer</li> <li>• Looking at Dec. 7 as our date</li> <li>• PD was working on identifying a venue - William will do this - pull a venue from his clientele list</li> <li>• April put together a comms plan and has assigned action items to various board members</li> <li>• Thank you all for your work on this in advance, quick turnaround not ideal but it's important we continue to host this annual event</li> <li>• Holiday theme: Comms to work on coming up with this year's theme and updating messaging and graphics</li> <li>• Ugly sweaters might be in the mix</li> </ul> | No Action Required | Arturo, April, Jenny, Amanda, Elena, Cheryl |



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|-------------------|---|--------------------|--------------------|
|                   | <ul style="list-style-type: none"> <li>• Amanda mentioned perhaps moving this to the beginning of the year due to the close proximity of the event date</li> <li>• April shared it needs to be hosted in Nov. or Dec. because we need to pass the slate, plus it's an annual event we've upheld for years and is well received and appreciated by our members and volunteers</li> </ul>   |                    |                    |
| Committee Updates | <p>Bernays</p> <ul style="list-style-type: none"> <li>• Event was a success but came in at a deficit</li> <li>• Thank you went out thanking folks for attending</li> <li>• Meeting on the 20th to discuss Open Water module</li> <li>• Meeting with Jenny on the 22nd to discuss how to improve on the event next year</li> <li>• Breaking even is one thing, but coming in at a loss is not great</li> <li>• Paulina is open to feedback</li> <li>• Amanda - all three years the video production team has not felt like there's been a POC and very little recognition for the in-kind recognition</li> </ul> | No Action Required | Amanda/Elena/Julie |
| New Business?     | N/A   | No Action Required | Arturo             |



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| Adjourn | <ul style="list-style-type: none"><li>• Meeting adjourned at 5:15 p.m.</li></ul> |  | Arturo |
|---------|--|--|--------|