

AMC Narragansett Chapter Executive Board Meeting  
December 5, 2019

Attendees:

- Larry Rollins
- Tori Seites-Rundlett
- Walter Cerros
- Jeff Ulrickesen
- Linda Pease

Report of the Chapter Treasurer:

- Walter Cerros is the chapter's new treasurer, taking over for Matt Putnam
- Jeff Ulricksen states that 2868.81 should have been deposited from EventBrite after the annual meeting, and that 300 was deposited by Jeff himself on 11/27 for the event.
- Fiscal year begins January 1, and budgets will be due at the first meeting of the fiscal year (January 2)
- Larry asks Walter to send Tori (secretary) last years budget to be sent to executive board and subcommittee members.
- Walter asks for preliminary budgets to be sent to him by 12/20. Tori will include this in the e-mail sent to board and subcommittee members.

Report of the Chapter Chair:

- Date/location for next Executive Board meeting is proposed for January 2<sup>nd</sup>, 2020 at Chelo's for dinner covered by the Executive Board. Attendees agree and approve proposal.
- Chapter Communication Planning Tool is discussed. This tool provides ideas for four areas: newsletters, e-mail blasts, social media, and websites. The tool will help us look ahead at how we will communicate with members over the next year.
  - This will be a topic for discussion at the next executive board meeting. Larry will share this tool with Tori, and Tori will send out to everyone before the next meeting.
- Executive Committee Orientation Template
  - This template provides all board members with information about how the executive board operates. These is data in there from Worcester chapter.
  - Larry will send this to Tori, and Tori will send out to everyone.
  - Larry asks attendees to think about what information we want in this template, so when we have a new person join the executive board, we can give them information about how the chapter operates. Part of the template is about the AMC in general, and then there are slides specific to the chapter.

Report of the Executive Board Committees:

- Membership:
  - Position is vacant at this time; no report provided.
- Trails- Kerry Robinson (absent)
- Conservation- Linda Pease

- No updates at this time. December and January are typically quiet months.
- Leadership- Ed Poyer (absent)
- Communications- Jeff Ulricksen
  - Jeff Ulricksen reports that he had been focusing on the annual meeting that was just held in November and promoting that event. He is planning to send out a survey about the annual meeting.
- Activities- Chris Shafer (absent)

Unfinished/New Business:

- Linda Pease states that the annual meeting went well. Jeff Ulricksen states he has a few ideas to consider about planning the next annual meeting. Larry suggests planning early, starting in January/February.
- Jeff Ulricksen states that we should start brainstorming now for the 100-year anniversary of the Narragansett Chapter. Jeff asks if we should have events spread out throughout the 100<sup>th</sup> year, rather than planning just one event. It is agreed that every subcommittee should have something planned that year for the 100-year anniversary.
- Linda states that a photo contest has been done in previous years; and suggests that we ask Kerry to find some spectacular things in the archives to put up at the annual meeting.
- Jeff suggests we put some effort into rebranding. The few materials, banners, cards, brochures that we have all have the old logo. It's time to start putting some effort with City Square and determine what we need for promotional materials. This will be a discussion with the new Membership Chair.

The December 5<sup>th</sup> meeting is adjourned at 7:40pm.