

**Minutes from ANIA Chapter**

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| Chapter Name: | SCeNIC |
| Date: | 04/12/2019 |
| Time: | 1:00 pm |
| Location: | Online |
| Presiding: | Karen Driggers |
| Attendance: | Christine Page, Kelly Boyd, Claudia Jenkins |

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| **Subject** | **Background** | **Action/Referral** |
| President Report | Welcome New Board Members   * Kelly Boyd- Secretary * Claudia Jenkins- Treasurer   Need to update Google Drive login password | Kelly Boyd and Claudia Jenkins to review Chapter Manual |
| President Elect Report | Education for April Chapter Meeting-   * Meeting scheduled on holiday-- Good Friday. * Christine started a ppt for education meeting: Standardization of patient identification for armbands   Facebook account-- Christine unable to reach Carla Teasdale, but has not received any response  No updates on CNE coordinator | Group approved education topic  Meeting to be moved to April 26th  Board to interact on Facebook |
| Secretary Report | Updated Member List-- sent to Karen Driggers  Meeting minutes posted on Chapter website library per chapter by-laws, article VII  Meeting Templates for Board and Chapter meetings | Karen to send a copy of the member list to SCeNIC email account and request  Heidi to send to SCeNIC email in the future  Kelly to send new member letters to 2 new members  Kelly to update member list on Google drive next week |
| Treasurer Report | IRS- loss of tax exempt status  Form 1024 for a 501c(6) instead of a 501 c(3) to be filed as soon as check from ANIA to ensure the SCeNIC IRS registration aligns with ANIA National filing  Check has not been received from ANIA National filing | Karen to follow up with National about check in 2 weeks |
| Outstanding Business | Updating SCeNIC Website  President still does not have access to bank account  New Treasurer needs to be added to bank account  Chapter Mailing address sent to IRS to update to  President's home address  Bank address needs to be update to same | Karen and Claudia to go to BB&T for signature cards  Kelly to send Claudia and Karen user ID for BB&T online account |
| New Business | ANIA National Conference in Las Vegas April 11-13  Future goal of requesting non-profit status from State  Bank account based on non-profit to avoid fees  Need to coordinate future event with ANIA members   * Informal event with possible small door fee |  |
| Next Meeting: | **May 10, 2019 @ 1:00 pm** |  |
| Respectfully submitted: |  | |