

NACBA, Alamo Chapter
Minutes of Executive Committee Meeting: July 21, 2011 at 12:00 p.m.
La Fonda on Main, San Antonio, TX

Officers Attending: Dave Thomas, President; Darla Nelson, Vice President; and Butch Gerfers, Treasurer.

Reports/Action Items:

1. Debbie Vignes sent the Treasurer's report. The June financial statement indicated an opening balance of \$2,067.97. Receipts were \$0.00 member dues and 80¢ Interest. There was one expenditure for an honorarium to Gene Hill: \$200. June ending balance \$1,868.77 plus \$10.00 in the business shares account.
2. Darla will contact Joyce Streuding to determine if she is able to provide a program on Intelligent Mail® Barcoding. The location will be at Christ Church or Toshiba Business Solutions.
3. Discussion to expand attendance beyond Administrators. We need to have various programs of interest that will include office managers, admin assistants, financial managers, facility managers, etc.
4. Discussion on meeting frequency (monthly, bi-monthly, quarterly), day of week, time, and location. Need to poll membership for recommendations.
5. Need to contact former members to ask about their future interest and attendance in the Chapter. What do we need to do to be viable for them? Their former attendance was significant to us. Senior or long-term Administrators are very busy but need to take time to help teach and mentor those following behind them.
6. Butch will open a new banking account for the Chapter.
7. Darla will contact University UMC and Alamo Heights UMC to ask about hosting a September, October, or November meeting. St. Luke's Episcopal will also host one of these dates.
8. Dave will send the Chapter Meeting Schedule to Darla to update as she obtains meeting hosts.
9. Dave will contact a few active members to seek a volunteer for the position of Secretary.

Next Meeting: August 18, 11:30 a.m. Details to be determined.

Respectfully submitted,

David Thomas, Secretary