

## Minutes Unit 524 1/21/18

The meeting was brought to order by Linda King.

1. The first order of business was to approve the minutes from the meeting 11/9/17. This was done unanimously.
2. The title of Unit Administrator was changed to Business Manager. Ken Johnson has volunteered to fill the position. The board accepted the services as suggested with some minor modifications and additions related to database management.
3. The lunch and learn program will be continued on a quarterly basis. On March 18, 2018 Mark Moore and Elsie Shaw will do lunch. Joanne Wicker will do a brief lesson.
4. The treasurer report was given by John Beebe. There's a total of \$15,668.48 in MMA and bank accounts. There are some outstanding checks that will record in 2018. John informed the board he files state income taxes and District 21 files the federal taxes. This is required every three years, but John will do it annually. The unit did not show a profit for 2017. John recommends merging the money market account and checking account so there is only one account to track. Linda King submitted an expense receipt for snacks.
5. Hospitality: The board approved continuing unit sponsored hospitality at the unit games. February 18, 2018 snacks will be provided by Joanne Wicker. March 18, 2018 is a lunch and learn. April 15 snacks will be provided by Elsie Shaw. Mark Moore will do the snacks for May 6th for the Unit game.
6. Membership: Elsie Shaw sent cards to members recovering from illness as well as a "welcome to the unit" correspondence. The new ranks in the unit are: Chuck Wilson as regional master, and Elsie Shaw as sectional master.
7. Special events calendar: Mark Moore will assemble a calendar with special events and games. He will give it to Ken Johnson to post on our website.
8. Earthquake Sectional: the Earthquake Sectional will be held on September 22 and September 23, 2018. Mark Moore volunteered to be the chairperson. Diana Dragt will resume her position as partnership chair this year.
9. New business: John Beebe submitted a Prototype expense sheet for the board to review.
10. Meeting adjourned.