

AZ APCO-NENA
Executive Meeting Minutes
Conference Call 02/23/18

Board Members Present:

Lani Dzicek- President
Kimberly Clark-Vice President
Karen Sutherland- 2nd Vice President
Stephanie Heinzelman- Secretary/Treasurer
James Stilwell- Member at Large Media Relations
Anje Reimer- Member at Large Administrative
Sheila Blevins- APCO Executive Council
Deedee Wight- Commercial Advisory Member
Teresa Villescaz- Past President

Conference Call Meeting started at 1315

- I. Lani recommended splitting the Secretary/Treasurer position and wanted to be able to provide this information at the General Meeting.
 - a. Stephanie stated she does not have enough experience in the positions to recommend if they should or shouldn't be split. If the decision is made to split the positions, Stephanie will stay on as Secretary.
 - b. Kim stated it's too soon to split the decision
 - c. Karen, Kim, Jim, and Teresa all agreed that before any decisions are made the documents need to be looked at before someone else is brought on as Treasurer.
 - d. Stephanie is not comfortable updating the amount of information that needs to be updated into Quick books and fully taking over the responsibilities as Treasurer until the books have been audited. Quick books have not been updated in over a year and per the accountant, he has not audited the books since 2013. Stephanie talked with book keeper who charges \$25.00 per hour, unknown how long it will take until she sees what needs to be done.
 - e. Karen proposed having a book keeper to go over the books and make sure things are in order.
 - f. Decided to stay with what was originally decided and wait and see what information Tonia provides and then determine what needs to be done.
 - g. Jim said everyone is open to looking at splitting the positions once things have been straightened out and there has been enough time to determine if this needs to happen.
 - h. Board discussed ways to communicate more effectively with each other.
- II. Jim and Teresa both decided not to attend the Western Regional Conference due all the unknown financial information at this time.

Meeting adjourned at 1421