

1/14/2025 @ 1230 hrs. [ET] – held via Microsoft Teams Mtg

- **Amanda DiStefano, Vice President of Administration & Acting President [present]**
- **Kelly Jones, Vice President of Membership [present]**
- **Adrienne Hoffman-Lewis, Treasurer [present]**
- **Christine Garvin, Secretary [present]**

(Acting) President & VP of Administration [Amanda DiStefano]

Website – couple things such as plugins needed updates, all completed.

Training Coordinator, DeNeisha Wallace, resigned from her position shortly after the beginning of the year. Discussed and Board unanimously agrees the position needs filled as soon as possible.

Amanda will be taking part in a work related training in San Diego for approximately one month in the spring, probably March or April. So, although she will be out of state, she will still be available for MARACA business.

Winner of the training voucher for the IACA conference/12-week training – see notes under Secretary.

No 2025 trainings set up yet but will brainstorm ideas.

VP of Membership [Kelly Jones]

Membership

Issues with how the membership applications are being received by the MARACA Board. There are no alerts or emails that notify when a new application has been submitted. Discovered there were several submitted with no response. Is there a way to get an alert when a membership application has been submitted?

- Amanda will look to see if there is a “setting” we can adjust it, if not, we can explore other options for member applications.
 - Or a fillable PDF form that gets emailed to the Board email.
 - Will look into this option as well.
- Request made to add the state the applicants are from to the membership form. Since MARACA is a multi-state association it would be helpful to know where the applicants are from; perhaps simply add a drop down with states listed.

The Google Doc form that is created with all membership applications is hard to search. Is there some type of way to organize the Google Doc to only see the recent applications? Normally the

actual application, the Word document form is pulled, not the Excel/google Doc and there is no easy way to compare the two.

- One possible option is to organize the old applications into a “past” folder.

Invoices

- Discussed 3 or 4 applications and how to invoice their pro-rated rates; charge for MARACA only for now, since they are paid thru IACA thru end of year.
- Requests for paying by credit card. Pro-rated invoices do not work well with the credit card link however the link does work well for full year invoices. For pro-rated memberships, forward to Treasurer and the Treasurer will handle getting the individual a credit card link for the specific amount due.

Treasurer [Adrienne Hoffman-Lewis]

Treasurer’s Report

- Bank account balance: \$714.33.
 - Upcoming 2025 expenses:
 - Website [Due 2nd or 3rd Qtr], \$325
 - PO box [June], \$84
 - Registered Agent, \$125 [need to look for another one]
 - Income:
 - Virtual Training Day, total collected: \$289.68 [half \$144.84 to NYALEA]

Income Ideas

- Trainings, start charging \$5 or \$10/member for webinars
 - Board agrees this is not an unreasonable request, most associations including IACA charge members a small fee for trainings/webinars

Need to find a new tax accountant.

Will work on getting the balance of what was brought in last year, 2024.

Secretary [Christine Garvin]

RAC [Regional Associations Committee] Updates

- **RAC Logo contest**
 - MARACA did not have the winning logo, but we were in the top 4 submitted.
- **RAC Committee Chair Change for 2025**
 - Heather, President of TXLEAN, is taking over as Committee Chair due to Erin stepping down.
- **RAC POC**
 - Will continue as MARACA’S Point of Contact for RAC.

RAPP [Regional Associations Perk Program]

- Choose winner from our virtual training day to receive \$445 to be applied to either the 2025 IACA conference registration fee or to a 12-week online IACA training class. The winner needs to make the decision so the correct committee with IACA gets notified of their choice, either the conference committee or the training committee. We can create a certificate, if desired, or just a nice email to the winner explaining what they have won, how they want to apply it, and to email the Board back with their choice. If it is a 12-week online training class will need to know which class, they want.

2025 Elections, President, VP Membership & Treasurer

- Schedule of Elections Process done with dates of when things will happen. [sent to Executive Board for review]
 - Amanda will send an email out or have Kelsey put something on social media regarding the elections and what positions will be available this year.
- Ask for committee volunteers: training committee and membership committee.
- Add what general topics/trainings people are interested in.
- Discussed the use of the Board email for the election process or should secretary use their employment email or create an email just for the secretary. [for now, Secretary will continue to use the Board email]
- To be a nominee, must have been a member for one year.

Gift for Ako [Past President]

- Received by Ako 1/13/2025

Next Executive Board Meeting: 4/8/2025 at 12:30pm, virtual

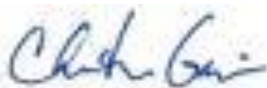
Future Quarterly Executive Board meetings in 2025 for the second Tuesday of the month:

7/8/2025 12:30pm

10/14/2025 12:30pm

1/13/2026 12:30pm

Meeting ended @ 1310 hrs.



Secretary

1/14/2025

Date