

IRS-NCC Blacks In Government (BIG) Chapter
 Executive Board Meeting
 Teleconference Call
 Wednesday, February 12, 2019
 888-331-8226, access code 5595466
 11:34 AM - 12:38 PM



Executive Officers					
X	Paula E. Davis President	X	Raymond Williams 1 st Vice President	X	Nikki Ashe 2 nd Vice President
X	Leonard Logan Treasurer	X	Dora L. Holmes Assistant Treasurer	X	Tonya C. Swanson Secretary
X	Josephine Wadley Correspondence Secretary	X	Nikki G. Ashe Fundraising Chair		Tammy M. Burrell Chaplain
X	Gerald Kyler Membership		Martha E. Shephard Fundraising Co-Chair		
X	Elizabeth Dortch Financial Secretary	X	Keith Johnson Regional Representative		

Meeting Call to Order

Reflection of the Year – None

Welcome

Meeting was opened by Madame President, Paula E. Davis.

Adoption of Agenda

No Agenda present

Approval of Minutes

The last minutes were from the December 6, 2018 Executive meeting. The minutes were reviewed by each page. There was a revision discussed for page two. In addition to the position of the Assistant Treasurer, Elizabeth Dortch will be the Financial Secretary for the Chapter. The motion to approve the minutes with the revisions given were approved and seconded by Tonya Swanson and Dora Holmes.

President Report

No report. The EDI had a meeting last week and will be sending out the guidelines for the conference. Madame President will send to the membership upon receipt.

1st Vice President Report – Due to the Furlough, nothing to report.

IRS New Carrollton Chapter P.O. Box 2166 Landover Hill, MD 20784

T O G E T H E R W E M A K E A D I F F E R E N C E

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2nd Vice President - Madame President will be nominating someone.

Correspondence Report (FYI)

Josephine Wadley reported that she received a notice to renew the P.O. Box. We received a couple of pieces of junk mail. Josephine Wadley sent out a request to receive an updated listing of the membership roster and is waiting for a response from Gerald Kyler.

Our Chapter needs to submit the Form 990 to National by March 31, 2019.

Josephine Wadley also sent an updated Form 4 to National.

Treasurer Report –

Leonard Logan did not have a written report but gave an oral Treasurer Report and has scheduled a meeting on March 1, 2019 with Dora Holmes for resolution and corrections.

Committee Reports – FYI

Membership

Gerald Kyler indicated that the chapter currently has 90 members. There were two (2) new members that joined the chapter at the Christmas party December 12, 2018. Gerald is to update the membership roster and provide it to the eBoard.

He will send out notices to the Life Time Member to send in their dues. Gerald stated that there is a New Membership Database from National and they will be providing training to everyone. There will be no payment accepted online.

Programs & Education

Dora reported that the committee will be working on the Juneteenth Program scheduled for June 19, 2019. She hopes to have more information in time for the next Executive Board Meeting. Dora will be working on the two of the Black History posterboards. Nikki and Josephine will work on the Newsletter. It was suggested that we do a History quiz at the Membership Meeting.

Fundraising

Due to the Furlough, there were no vending shows for the month of January or February. Nikki provided an update on the 2019 Obama calendars. The next vendor show is March 12, 2019. Nikki will be sending out solicitations to vendors who wish to participate. It was suggested that we still have our Annual Bowling event but not in April as we have done in the past. It has been suggested that we have it May 18, 2019. We have to research the venue and dates that may be available.

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Community Outreach – Due to the Furlough, nothing to report.

By – Laws

There was a meeting January 25, 2019. The Installation of Officers occurred January 25, 2019. Madame President was installed as an Officer of the National Board and also the Deputy Co-Chair for the NTI.

Madame President and Josephine will be working on the Chapter By-Laws to ensure that they are written according to guidelines provided by National. They will soon be posted.

AE/EEO - Presently vacant.

Regional Representatives

There were no Regional Reps present at the meeting Saturday, February 9, 2019. In order to conduct the business of the organization, three people must be present. That is the reason that we have three Primary and three Alternates that we have to represent for our chapter. The notes for the meeting are available on the National Website.

The information regarding the Regional Rep meeting was sent out by Josephine Wadley. There was information about the parking and construction that may conflict with attending the meeting.

Health and Wellness – Nothing to Report due to the Furlough.

New Business

Madame President sent out a solicitation for the vacant Positions. Madame President has appointed Nikki Ashe as the 2nd Vice President. The motion was properly moved and seconded by Tonya Swanson and Gerald Kyler.

Madame President has appointed Elizabeth Dortch as the Financial Secretary. The motion was properly moved and seconded by Nikki Ashe and Gerald Kyler.

Madame President will be submitting our CFC 85922 renewal for our chapter. The deadline was January 26, 2019 but has been extended to February 22, 2019. The 2018 CFC campaign is still going. Madame President paid the payment.

There was a suggestion from the 1st VP to send Cynthia Dunn something to acknowledge that we are thinking about her. It was properly moved by Raymond Williams and Tonya Swanson that we send her a Get Well card and send her a \$25.00 check.

Tonya Swanson attended the Women's Legislative Briefing on Sunday, January 27, 2019.

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Madame President asked that when we are sent inquiries to please respond in a timely manner.

Old Business

Madame President asked Gerald to send out the results of the Elected Positions to the members. She has also asked the members who haven't already to submit the NTI Trip reports so that Leonard Logan and Dora can reconcile the financial records. Nikki asked if the Treasurers could send out notifications of what is needed.

Accomplishments

- We gave away Ten (10) Thanksgiving baskets to Region VI .
- Christmas Outreach voted to do \$400/\$400 to Region VI and the other to our Chapter's outreach. The \$400 to Region VI should be released to Stephen Matthews.
- We had a successful Chapter Christmas party

Raymond stated that he had a coat to give away. Tonya Swanson will follow up with him because Mary Hunter had a collection going on with the MOS Organization.

Next Executive Board Meeting

- **Thursday, March 7, 2019**

It was properly moved and seconded Gerald Kyler and Tonya Swanson that the meeting be adjourned at 12:36PM.

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