

AEG Nisqually Chapter Business Meeting Minutes

Time and location: August 26th, 2024 6:30 PM to 8:00 PM @ Oly Taproom in Olympia

Present: Steven Newman, Sam Denham, Maria Cools, Rebecca Garrison, Whitney Hanson

Absent: Kate Mickelson due to work obligation

Notes by: Maria Cools - Secretary

Topics:

- **Meeting location:** Mercato's in Olympia booked until **January** per Sam Denham, exiting chair.
 - Sam will update contact information for Mercato's for Steven to be able to confirm monthly reservations (emails and confirmation texts from Mercato's).
 - If \$300 is spent, the space will not be charged if the base level food is ordered.
 - Tip is necessary and they will charge min. 18%
 - Be open to changing the venue after January if Mercato's is unavailable
- **Hybrid option at meetings:** Changing to in person only.
 - Issues with displaying online and getting clear audio through during meetings.
 - Microphone options:
 - Test equipment before the first official AEG meeting.
 - Projector and screen will be lent by Sam for the use of AEG monthly meetings.
- **Field trip options:**
 - Offering field trips during the summer months through AEG.
 - Inquire with Trevor H to ask about options for field trips.
 - Tom Doe with Puget Sound chapter may be open to sharing ideas for field trips and/or conjoin chapters for a field trip.
 - Trips need to be accessible, carpool, short hikes, camping can be optional.
- **Meeting structure:**
 - Officers arrive at 5:30 pm to set up the projector, prepare the presentation, etc.
 - Help the speaker to navigate the setup (how to advance slides, use the pointer, etc.)
 - Make sure slides advance properly and have physical material available (i.e. rocks, samples)
 - Recruit sponsors to aid in funding chapter meetings.
 - Chair keeps the speaker on track for when the meeting ends and wraps up with respect to when the venue closes.
 - Finding speakers is a shared responsibility of all officers.
 - September speaker: Steven Newman
 - October: TBD
 - November: TBD
 - February: TBD
 - May: TBD
 - May have a student night one month or TED-talk style meetings
 - December meeting: Often is a White Elephant/gift exchange with members sharing interesting things from their jobs or personal interests related to geology or environmental science.

- May include a raffle
- **AEG Structure:**
 - Regional meetings occur quarterly
 - Different chapters often come together to host the AEG nation President and organize when the President comes to speak at each chapter.
 - Officers responsibilities:
 - Chair:
 - Main authority and handler of the bank account (handle booking hotels for speakers, hosting meetings, organizing meeting)
 - Help members network and find job openings
 - Supports officers in their duties
 - Vice Chair: Back up for the Chair
 - Help setup meetings, equipment, covering if Steven is unavailable to attend the meeting, be available to assist with technical issues during meetings
 - Treasurer: Help handle the bank account, keep track of spending and expenses (anything that the chapter spends money on), organize receipts, coordinate with chair when needing to book venues (hotel, meeting venue, etc.), quarterly reports, handling the meeting fees and cash for/from meetings (including handing out name-tags at meetings), double-checking the RSVP from BrownPaperTickets, and help handle online payment for meeting fees,
 - Secretary: Record of meeting minutes, discussions , presenter, etc.
 - Officers meetings are quarterly and not required to be at a local location and can occur at a private residence.
 - Each officer has access to the AEG: Nisqually Chapter Google drive.
 - Will cover how to set-up the BrownPaperTickets link for the meeting season.
- **Meeting fees:**
 - Members (new professional): \$40
 - Current members (Professional): \$25
 - Educators and job seekers: \$15
 - Students: \$5
- **Action items:**
 - Handoff of Treasurer items from Sam Denham to Steven Newman and Rebecca
 - Including SWAG (leftover cozies, t-shirts, and hats)
- **Bank Account:**
 - Transition names from Sam Denham to Steven Newman and Rebecca using the meeting notes from this officers meeting occurring on 08/26/2024 at Oly Taproom, Olympia, WA.
 - There are currently two debit cards: held by the Chair and the Treasurer.
 - Will be transferred by Sam Denham to Steven Newman and Rebecca.

- There are currently two accounts: One checking account and one saving account.
- **New 2024-2025 Elected Board**
 - Steven Newman, Maria Cools, Rebecca Garrison, Whitney Hanson were officially elected into office as of September 26, 2024.
 - Rebecca Garrison has been elected as Treasurer and should be named as so on the AEG bank account as soon as possible.