

<b>Meeting</b>	Cedar Park FFA Alumni Board Meeting
<b>Date/Time</b>	6/13/2023 at 6:00 PM
<b>Location</b>	Maggiore's Restaurant (1420 Cypress Creek Rd)
<b>Attendees</b>	Terry Sanders – President Roger Bradlau – Vice President Melissa Di Noto – Treasurer Morgan Miller – Secretary

<b>Agenda Item</b>	<b>Topic/Discussion</b>	<b>Meeting Minutes and Follow-up Item</b>
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Meeting called to order by Terry</li> </ul>	At 6:54 PM
<b>Banking</b>	<ul style="list-style-type: none"> <li>Bank Balance</li> </ul>	Melissa advised of no change in balance from last meeting.
<b>Minutes From Previous Meeting</b>	<ul style="list-style-type: none"> <li>Upcoming events</li> </ul>	The pet clinic is scheduled for June 20 <sup>th</sup> from 5 PM to 7 PM at the project barn. The welcome picnic is scheduled for August 29 <sup>th</sup> from 6 PM to 9 PM at the Anderson Mill West Park Pavilion. Plan is to have swag items (t-shirt, hats) at welcome picnic and to promote membership registration.
<b>Officer Duties</b>	<ul style="list-style-type: none"> <li>Go over officer duties per attachment</li> </ul>	Discussion of assigned committees per Article 6 and if there needs to be adjustments. Further discussion tabled to subsequent meeting.
<b>Membership Drive</b>	<ul style="list-style-type: none"> <li>General discussion</li> </ul>	Membership registration was done via Google drive last year. Question as to whether keep there for this year or migrating to the student website.
<b>Establish Committees</b>		Tabled to subsequent meeting.
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>Meeting adjourned by Terry</li> </ul>	At 7:18 PM. Motion seconded by Melissa.

## ARTICLE 6: OFFICERS

Section A: All officers will be elected to serve two-year terms.

Section B: The terms of the office shall begin on May 31<sup>st</sup> to the following May 31<sup>st</sup> at which time the Officers may shift positions.

Section C: Officer Duties.

### President

- Preside over meetings using parliamentary procedure.
- Represent the Chapter in public relations and official functions.
- Coordinate the activities of the Chapter.
- Be a role model and set a positive example for the other officers and members.
- *Serve as additional signee on all depository accounts unless treasurer lives in the same household.*

### Vice-President

- Assume all duties of the President if necessary.
- Serve as chairperson of the Chapter Development Committee.
- Coordinate all committee work.
- Work with the President and advisors to assess progress toward meeting Chapter goals.
- Establish and maintain a Chapter resource file.
- *Serve as additional signee on all depository accounts.*

### Secretary

- Prepare and post the agenda for each Chapter and Executive Council meeting.
- Prepare and present the minutes of each Chapter and Executive Council meeting.
- Serve as chairperson of the Communications Committee.
- Maintain member attendance and activity records and issue membership cards.
- Have all necessary documents and records on hand for each Chapter meeting.

### Treasurer

- Receive, record and deposit FFA Alumni Chapter funds and issue receipts.
- Serve as chairperson of the Earnings, Savings and Investments Committee.
- Present monthly treasurers reports at Chapter meetings.
- Collect FFA Alumni Dues.
- Maintain a neat and accurate record of receipts and disbursements that will be subject to annual audit and review.
- *Serve as primary signee on all depository accounts.*

### FFA Advisor(s)

- *Serve as additional signee on all depository accounts.*