I. Welcome & Introductions – Bollinger
   A. Quorum not established.

<table>
<thead>
<tr>
<th>Jamie Brewer</th>
<th>Katz Bollinger</th>
<th>Jennifer King*</th>
<th>Catie Baldridge*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Dotten</td>
<td></td>
<td></td>
<td>*by phone</td>
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</tbody>
</table>

II. Chapter Administrative Business
   A. Secretary Report – Baldridge
      ▪ November 2019 minutes tabled for next meeting.
      ▪ Catie is working to add new members and update email addresses. Please send all changes/additions to akchapterawma@gmail.com.
   B. Treasurer Report – Mason/Lindsey
      ▪ Tabled for next meeting.
   C. Student Committee - Jackson, Fricaud
      ▪ Tabled for next meeting.
   D. Membership Committee – Kimball
      ▪ Tabled for next meeting.
   E. PNWIS Update – Glover
      ▪ Tabled for next meeting.

III. 2019-2020 Chapter Event Planning
   A. Upcoming Year 2019/2020
      ▪ QEP Training - King
         ● Headquarters engaged and participating.
         ● Have instructor and course setup. Headquarters willing to handle registration.
         ● Can have remote attendance option.
         ● Costs:
            ○ Members: $895 plus $300 for exam. ~$1200 total
            ○ Nonmembers: $1120 plus $300 for exam.
            ○ Last time total cost was around $500.
- No response from headquarters on money split. Need to clarify who will be taking loss/profits.

- Schedule:
  - May: instructor availability is April 27-May 1 or May 4-8.
  - Think best to push back to October. Jennifer will check BP Energy Center room availability and work with Headquarters and instructor to set dates.

- Jennifer will reach out to other Alaska QEPs to help with exam proctor.
  - RCRA Training:
  - Tabled.

B. Holiday Social: Most places have $500-800 minimum to make a reservation. Decided on Matanuska Brewing-Midtown. 5p-8pm. Amanda will show up early to reserve a few tables.

C. Upcoming due dates:

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>A&amp;WMA Insurance:</td>
<td>Goes through Pittsburgh</td>
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<tr>
<td>Taxes:</td>
<td>September 15, 2019 - got extension.</td>
</tr>
<tr>
<td>Annual Report:</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>State of Alaska Corporations report:</td>
<td>July 2, 2021</td>
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<tr>
<td>Others:</td>
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</tbody>
</table>

IV. Suggestions
   A. Tabled for next meeting.

V. Next Meeting: January 8, 2020

VI. New Business

VII. Meeting adjourned at 12:35