I. Welcome & Introductions – Bollinger

A. Establish Quorum.

<table>
<thead>
<tr>
<th>Jamie Brewer</th>
<th>Katz Bollinger</th>
<th>Robin Glover</th>
<th>Catie Baldridge*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Saaid*</td>
<td>Courtney Kimball*</td>
<td>Chelsea Normand</td>
<td>Laura Perry</td>
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<tr>
<td>Caitlin Bergin</td>
<td>Traci Bradford*</td>
<td>Gretchen Stoddard</td>
<td>Chris Lindsey</td>
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<tr>
<td>Rachel Buckbee Owen*</td>
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<td>*by phone</td>
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B. Approval of Agenda.

II. Chapter Administrative Business

A. Secretary Report – Baldridge

- January 2020 minutes approved.
- New members added; still trying to get Chelsea added back to list. Please send all changes/additions to akchapterawma@gmail.com.
- Annual Report Due in March. Will be sending out survey soon.

B. Treasurer Report – Lindsey

- Checking: $60,801
  - Outstanding expense-Katz holiday party.
  - RTP Environmental NSR class and PO Box renewal paid since last meeting.
- Business License Update: yes, we do need one.
  - $300 fine if found operating without.
  - $50/year due on December 31st. Can buy multiple years at a time (no discount).
  - Will have a separate meeting to fill out application, then get assistance from CPA for the rest.
    - State has resources for helping non-profits
  - Approved up to $1,000 for assistance in completing application. CPA’s hourly rate $125.
    - Gretchen-moved, Robin-second
- Taxes - Working through minor ledger discrepancies and the tax implications. Spreadsheets are adjusted. In future, should record all checks written before end of the year even if not cashed before end of year. CPA is working on taxes. Due March 15th.
III. 2019-2020 Chapter Event Planning

A. Upcoming Year 2019/2020
   - QEP Training - King
     - No updates.
   - RCRA Training - Stoddard
     - Quote received.
       - Once commit, cancelation fee is $3,695 until Dec 31st
       - BP Energy center will not be taking reservations until April 1st for March. May not be guaranteed.
       - Need to start looking at alternatives. Considering JBER, Library, University, hotel, others?
     - Possible dates: March 2-4, 2021 or March 16-18, 2021
   - Waste Training Webinar - Stoddard
     - Scheduled for February 20th, 11:30am-12:30pm
     - If there are any other topics to discuss, let Gretchen know.

B. 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>March 2020</td>
</tr>
<tr>
<td>Annual Report:</td>
<td>March 31, 2020</td>
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<tr>
<td>State of Alaska Corporations report:</td>
<td>July 2, 2021</td>
</tr>
</tbody>
</table>
IV. Suggestions

V. Next Meeting: March 4, 2020

VI. New Business

VII. Meeting adjourned at 12:35