NJCOE Executive Council Meeting Minutes
August 12, 2024 @ 10:00 am

Members in Attendance:
Dolores Szymanski, Pat Hollenstein, Kenneth Figgs, Jay Dugan, Jay Doolan, Ron Durso, Martin Smith, Laurie Newell, Cheryl Simone, Fidelia Sturdivant, Amy Stella, Michael Gorman, Dana Lawrence, Vincent Przybylinski, Christine Vespe

1. **Call to Order** – Kenneth Figgs
   -President Kenneth Figgs called the meeting to order at 10:01 am, welcoming past executive council members and new executive council members.
   -Kenneth Figgs advised that Forsgate Prices have gone up. Deposits have been provided for Fall 2024 and Spring 2025 meetings.
   -Laurie Newell will be the Contact to Forsgate going forward.

2. **Report of the Secretary** – Michael Gorman
   The May meeting was not held – no minutes to review.

3. **Report of the Treasurer** – Laurie Newell
   -Laurie Newell provided a review of the audit report presented to the Executive Committee. A review of itemized expenses was presented.
   -Laurie Newell provided a budget comparison and led discussion along with Kenneth Figgs of 2023-2024 and 2024-2025.
   Motion was made to accept the audit – Kenneth Figgs, Second – Jay Doolan. Approved unanimously.

   -2024-2025 proposed budget was presented by Laurie Newell.
   Discussion regarding:
   -Forsgate charged tax and the need to fill out and submit tax exemption form.
   -Allocation of funds for speakers.
   -Concern of number of no shows for the meetings. Suggestion by Cheryl Simone to inviting guests prior to individuals joining.
   -Jay Dugan advised additional membership portfolios will need to be ordered.
   -Membership has increased and Sponsorship has remained consistent.
   Motion was made to accept the proposed budget (with adjustment of line item)- Laurie Newell, Second – Martin Smith. Approved unanimously.
   -Kenneth Figgs thanked Laurie Newell.

-Treasurer's Report presented and matched audit. *Motion to accept Treasurer's Report – Laurie Newell, Second- Amy Stella. Approved unanimously.*

4. **Report of the Historian** – No Report

5. **Report of the Awards Chair** – Jay Dugan
   -Portfolios needed and Clock and any additional materials.

6. **Report of Membership Chair** – Cheryl Simone
   -Currently 3 individuals for Fall induction.
   -Pat Hollenstein reported that. membership renewals have been sent out.

7. **Report of Program Chairs** – Jay Doolan and Ron Durso
   -Fall Program Speaker to present on the topic: Diversity, Equity & Inclusion
   -Contacting potential speaker that has been recommended.
   -The topic of Diversity, Equity & Inclusion was a result of the survey. *Motion by Jay Doolan to move forward with topic/speaker for the Fall meeting, Second-Ron Durso. Approved unanimously.*
   -Kenneth Figgs thanked the program chairs.

8. **Report of Continuity –** No Report

9. **Report of Webmaster** – Vincent Przybylinski
   -Website is updated by Pat Hollenstein
   -Vincent will take pictures. A new photo of the Exec. Committee is needed.
   -Electronic Feedback Form used and feedback reviewed.

10. **Report of Liaisons** - No Report

11. **Old Business** – None

12. **New Business/Good of the Order**

    -Brief discussion on extension of sympathy from organization.

Executive Council Meeting Adjourned at 11:12 am.

Minutes Submitted by: Christine Vespe