

**Executive Board Meeting Minutes**  
**Maria Mitchell Chapter**  
**December 12, 2021**

*Call to Order*

Meeting was held at Coastal Flats in Tysons Corner at 2 pm.

*Unfinished Business*

Reviewed upcoming events and deadlines:

Contest Deadlines- Jan. 15th

Van Gogh Outing- Jan. 22nd

Deadline for Credentials- Feb. 18th

Sweethearts & Patriots- Feb. 26th

State Conference- Mar. 24th-27th

CMR- What it entails and discussion of a Board Meeting to help fill it out.

Service Projects- Brainstorming for options for March's meeting. Care packages for Female Veterans/Service members.

*New Business*

Meeting times- We discussed making it clear that the meeting is going to start at 7 pm and that socializing and food/food ordering will occur from 6:30-7 pm.

Square Site- Discussed the Donation elements on Square. Proposed that line items were made under the Donations item, so members could indicate what they would like their donations to go too. This brought up budget line items, such as, 'in memoriam'. This is going to be looked into on the Square Site and we hope to work towards building line items.

Zoom- There is a \$200/ year fee. This may be getting a little steep for the chapter. We discussed possibly moving to another form of virtual/hybrid meeting.

Regent Grace Fischetti asked that the Treasurer, Laura Lieberman, move forward with reimbursing members as there are a few outstanding reimbursements. Also reviewed other steps that must be done for finances: filing with the IRS, completing year-end report, creating a budget for 2022, and doing an audit.

Membership Committee, it was proposed that the Membership committee bring their outing plans to the meetings for discussion and agreement. Membership will first discuss possible ticketing prices with the Treasurer and Finance Committee, and possibly Fundraising Committee. Ticketing pricing will then be proposed at meetings for agreement.

Miscellaneous: Discussed doing a chapter memorial service for Ms. Clark in addition to the state service; donating plastic bags counts for Service to America (“conservation”).

*Adjournment*– Meeting adjourned at 3:30 pm.