



MEETING MINUTES

Pennsylvania Highlands Chartering Chapter Officer's Meeting

Location: Conference call

Meeting Date: March 4, 2020

Start/End Times 8-9 PM EST

Chapter Officers Present

- Cathy Torok
- Angie Singer Keating
- Erika Hough
- Walt Hutsky
- Matthew Becker

Items for Discussion

- Officers voted by email to elect Walt Hutsky as Treasurer
- Angie Singer Keating will step down as interim Treasurer
- Walt works with previous Treasurer Brian Shrift and will contact him
- Angie will help Walt with the handoff

Action Items

- Walt will open bank account with First Commonwealth
- Bank account and Quickbooks need to be reconciled
- Cathy needs list of sponsors and invoices from Treasurer

Next Meeting date, time and location:

- Next meeting will be coordinated via email