



12/05/2020 and 12/06/2020 Executive Officer's Meeting

Executive Officers in attendance on 12/5/20: Shukimba Carlis, Sally Heredia, Chelsea Harris, Janelle Fisher

Executive Officers in attendance on 12/06/20: Shukimba Carlis, Sally Heredia, Chelsea Harris, Janelle Fisher, Joseph Greene

Meeting Started: 12/5/20 18:00

Meeting Adjourned: 12/5/20 22:10

Meeting Started 12/6/20 09:20

Meeting Adjourned: 12/6/20 12:00

Agenda Items

1. Create 2021 Budget
2. Sign Surety Bond
3. Create constitutional and nonconstitutional committees
4. Bank stuff with Keindra
5. Trainings/add to the 2021 calendar

4. Banking documents forwarded from Keindra were signed at approximately 18:10

2. The surety bond needs to be updated to remove "receptionist" position due to Lisa Trujillo being paid/managed by Council 57 and update to include northern vice president and northern vice president

1. The budget was partially completed and we plan to finish it tomorrow 12/06/20 starting at 09:00 via in google docs.
 - a. We resumed creating the 2021 budget for the entirety of this portion of the Executive Officer's Meeting and agreed to complete the 2021 budget at our next meeting tentatively scheduled for 12/22/20 and 12/23/20
 - b. We will also watch the secretary treasurers training videos on <https://www.afscmetreasurer.org/trainings/financial-standards-code> and will read the attached documents as well.

