



BRIAN NASTASE

Scout Executive

Supervision, Controller, Marketing,
FD and WB staff
Council Management Team Member
Council Executive Committee & Board
Legal Counsel
Council Key III
Youth Protection issues
Endowment
Capital Campaign
Investment Committee
Nominating Committee
Compensation & Benefits Committee
Strategic Plan Committee
Board Reception
Infinite Impact
Operating Budget
Contact Person to Trust Managers
Approve Payroll
Professional Staff Recruitment
SE Essdack
Marketing
SA Annual Sporting Clays Committee
Annual Report
Board Book

KEVIN GORMAN

***Field Director – Southwinds, Pawnee,
Osage Nation and Kanza districts***

Field Staff mentor
SA Council Commissioner &
VP District Operations
SA Staff meetings
SA Camp Cards
SA Fall Product sale
SA On My Honor breakfast

KEITH HOWELL

Controller / Support staff leader

Manages: Paul, Candi, Jan, Dakota, Abby,
Josh & Jo
Council Budget
Council Treasurer Advisor
SA VP Properties
Accounts Receivable
Accounts Payable
Monthly Closing
Insurance Coordinator
SA Summer Camp Operations

Manage Camp Kanza caretaker
Hunting Lease support w/ Properties comm.
Conco May event support
Account Reconciliation
Payroll Salaries and Benefits
General Entities and Fund Transfers
Audit Committee
1099 Forms
Cost Center Control Management
Grant Management
Council Benefits Specialist
Maintain Employee Files
Weekly Front Desk Responsibilities
Prepare bank deposits
Data Entry for General Ledger
Retention & Filing System for Fiscal Documents
Transmittal for membership
Contact for Bank Representatives
Maintain Council 990's & Exemption Letters
Payroll
Postage Meter
Petty Cash

MINDY HARRIS

Sr. District Executive - White Buffalo

Staff Advisor/support Sign up for Scouting
SA VP Program
SA Day of Awesomeness
Metro Day Camp Staff Advisor
SA Recharter support
Cargill Day Camp
SA Annual Dinner & Silver Beaver selection

MICHAEL REDANDO

District Executive – White Buffalo

SA for National Youth Leader Training
SA Awareness Camp funding
SA Catholic Committee
SA Annual FOS Campaign 2022

KYLE MOORE

Part-time District Associate – Kanza

Kanza District Functions
Secondary Merit Badge College Advisor

ADAM MARKEL

District Executive – Pawnee District

Pawnee District Functions
SA Order of the Arrow
SA Wood Badge
SA Wilderness 1st Aid
Hutch United Way
Essdack SA – In school Badge program support
SA Merit Badge College

ALEX SCHMIDT

District Executive – Southwinds

Southwinds District Functions
SA for Race to Cub Scouts

ASHLEY JONES

Part-time District Associate – Osage Nation

ON District Functions

JOSH HAMILTON

Communications Assistant

Q News (weekly)
Maintain Web Content
Maintain Social Media

PAUL KING

Ranger- Quivira Scout Ranch

Camp Maintenance
Campmaster Corps
Summer Camp Key leadership
Daily Camp Operations
Angler Events @ QSR

CANDI CHASE

Program Assistant

Administrative support to Program
Council Camping Reservations & Records
Process Eagle apps
Maintain Council & District activity registrations
Campership records & Communication
Daily Update of FHOD Accounts
Maintain all AV Equipment and checkout
Support Program Committee & Summer Camps
Support O/A
Communication with FOS Donors – QSR, Fishing
Support Properties Committee
Support Risk Management Committee
Black Pug Primary
Veteran Awards

DAKOTA VELAZQUEZ

Assistant to the Scout Executive

Support Scout Executive
Organize calendar and schedule meetings
Board communication & meeting prep
Board mtg minutes / files / roster
Board Recharter
Endowment Committee minutes / communication
Endowment - Capital
Vacation Calendar
Monitor Zoom Account
Reserves Conference Rooms/Smart Board
Annual Business Meeting
FOS Thank You Letters
Special Events support
United Way support
Print / track flyers for fall sign ups
Front Desk reception
ScoutBook inhouse expert

ABBY TAULBEE

Finance Assistant/Admin

Fall Product Sale inventory support
FOS Packets and Materials preparation
Monthly FOS Billings
Support for all Fundraising Campaigns
Special Events support - Sporting Clays
Inbound mail opening policy and process
Office Cleaning & cleaning Supplies Ordering
Mowing contract
Order Office Supplies & Paper
Backup for Office Copiers/Printers
Service Center usage reservations
Process PayPal transactions into Blackbaud
PayPal Account Relationship manager (primary contact)
Memorial and James E. West Management
Memorial Brick program support

JAN QUINCY

Registration Specialist (Part-Time)

Membership Records & Reports
Maintain Unit Files
Membership & Advancement Month-end Closing
Unit Status Reports
Online Chartering Support
Membership Cards & Charters
Process mailing labels
Merit Badge Counselors
Scoutbook Admin Support
Journey to Excellence – Serv. Hours Login
Mem Validation Procedures – New Unit Calls
Process CBCs (criminal background checks)

LAURA STALNAKER

Sub-Contractor - Accounting Specialist

Match invoices to Purchase Orders
Maintain paid invoice files
Code Invoices and check requisitions
Organize and maintain accounting files in secure storage ensuring accurate retention date and disposal
Maintain all AP reports
Maintain Vendor Data
Maintain record of outstanding checks
Assist with month end reconciliations
Returned Check Plan
Data Entry for General Ledger
Council Liaison with Vendors
Manage and maintain purchase order program
Expense Report
Workman's Comp Insurance Audit
Submit Payroll Reports
990 Reports to Auditor for filing
Special Projects as Assigned

CHLOE POSPISIL

Floating District Executive

SA STEM (Activities)

JO IRSIK

Program Executive

SA Order of the Arrow
SA Wood Badge
SA Wilderness 1st Aide
SA Scout Con
Summer Camp Key Staff
Council Program Events
SA NACP