



BRIAN NASTASE

Scout Executive

Supervision, Controller, ASE, Development Director
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
Operating Budget
Contact Person to Trust Managers
Approve Payroll
Professional Staff Recruitment

KEVIN GORMAN

Assistant Scout Executive – Southwinds, Pawnee, White Buffalo, Osage Nation, and Kanza districts

Field Staff Manager
SA Council Commissioner &
VP District Operations, VP Membership
SA Staff meetings
Camp Cards support
SA Popcorn Campaign
SA On My Honor breakfast
SA Administrative Services Committee

MIKE REDONDO

District Director – White Buffalo

SA Awareness Camp and funding
SA Catholic Committee
SA Investment in Character
SA Adventure Camp and Funding
SA Trappers'
Manages Inner-City PT Staff

SHERDEILL BREATHEITT SR

Development Director

Manages: Josh
Fall Event & Committee
SA Foundations & Trusts
Infinite Impact
Board Reception
Strategic Plan – Posterity Committee
Major Gifts Campaign
Stewardship Plan & Donor Relationship
Assist in Funding Forecasts
SA to Marketing
SA Annual Sporting Clays Committee

KEITH HOWELL

Controller / Support staff leader

Manages: Paul, D'Kolle, Angelica, Jo, and Melissa
Council Budget
Council Treasurer Advisor
SA VP Properties
Accounts Receivable
Accounts Payable
Monthly Closing
Insurance Coordinator
Manage Camp Kanza caretaker
Hunting Lease support w/ Properties comm.
Account Reconciliation
Payroll Salaries and Benefits
General Entities and Fund Transfers
Audit Committee
1099 Forms
Cost Center Control Management
Council Benefits Specialist
Maintain Employee Files
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
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



LUKE ZIMMERMAN

District Executive – Pawnee and Kanza District

Pawnee District Functions
Kanza District Functions
Hutch United Way
SA Merit Badge College
SA Venturing Growth
Staff Advisor for Camp Cards

ALEX SCHMITT

District Executive – Southwinds

Southwinds District Functions
SA Order of the Arrow
SA Council Training
SA for National Youth Leader Training

STACEY WOOD

Part-time District Associate – Osage Nation

ON District Functions

D’KOLLE MOWERY

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
Support Properties Committee
Support Risk Management Committee
Black Pug Primary
Veteran Awards
Scoutbook in-house Expert
Weekly Front Desk Responsibilities 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
Journey to Excellence – Serv. Hours Login
Mem Validation Procedures – New Unit Calls
Process CBCs (criminal background checks)

JO IRSIK

Program Executive

Program Committee
SA Wood Badge
SA Wilderness 1st Aide
SA Scout Con
Summer Camp Director
SA Summer Camp Operations
Council Program Events
SA NCAP
Cargill Camp
SA Council Dinner & SB Selection
SA Top Shot
SA Order of the Arrow

MELISSA CARPENTER

Finance Assistant/Admin

Support Development Director
Fall Product Sale inventory support
Monthly FOS Billings
Support for all Fundraising Campaigns
Support QSR Fishermen
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

JOSH HAMILTON

Communication Assistant

Q News (weekly)
Maintain Web Content
Maintain Social Media
Popcorn support
Program E. Newsletter (every other month)

PAUL KING

Ranger- Quivira Scout Ranch

Camp Maintenance
Campmaster Corps/Beaver Days
Summer Camp Key leadership
Daily Camp Operations
Angler Events @ QSR
QSR Fisherman Relationship



ANGELICA RHODEN

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 & Major Gifts
Special Events support
Print / track flyers for fall sign ups
Front Desk reception – back up
Phone System
Annual Report
Board Book
Support with Media and Marketing