



ALEX SCHMITT

District Executive – Southwinds

Southwinds District Functions
SA Order of the Arrow
SA Council Training
SA for National Youth Leader Training
Top Shot Support
Matterport Expert
SA Wilderness 1st Aide - Training
SA Top Shot

ANDREA TREPTOW

Metro Part-Time Membership Specialist

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
SA Marketing
Investment Committee minutes/communication
Endowment – Capital Support
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
Fall Product Sale inventory support
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
Front Desk reception – backup
Phone System
Annual Report
Board Book



BRIAN NASTASE

Scout Executive

Supervision, Controller, ASE, Development Director,
and Ranger
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
SA VP Properties
SA Council Dinner & Silver Beaver Selection

D’KOLLE MOWERY

Program Assistant

Administrative support to Program
Black Pug Primary
Scoutbook in-house Expert
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
Veteran Awards
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
Mem Validation Procedures – New Unit Calls
Process CBCs (criminal background checks)

JOSH HAMILTON

Communication Assistant

Q News (weekly)
Maintain Web Content
Maintain Social Media



KEITH HOWELL

Controller / Support staff leader

Manages: D’Kolle, Angelica, and Melissa
Council Budget
Council Treasurer Advisor
Accounts Receivable
Accounts Payable
Monthly Closing
Insurance Coordinator
Hire & Manage Camp Director for QSR 2024
SA Woodbadge
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
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
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
CS Res Camp Director 2024
SA Climbing at Q
SA NCAP

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
SA Council Activities
SA Council Dinner & Silver Beaver Selection
SA Scout Con

LAURYN GAINES

District Executive – White Buffalo

SA Adventure Camp and Funding
SA Day of Awesomeness
SA NOVA Days
SA Metro Day Camp
SA Scout Con

LUKE ZIMMERMAN

District Executive – Pawnee and Kanza District

Pawnee District Functions
Kanza District Functions
SA Camp Cards
Hutch United Way
SA Merit Badge College & University of Scouting
SA Venturing Growth

MELISSA CARPENTER

Finance Assistant/Admin

Support Development Director
Virtuous System Expert
Monthly FOS Billings
Support for all Fundraising Campaigns
Support QSR Fishermen
Special Events support - Sporting Clays
Process PayPal transactions into Blackbaud
PayPal Account Relationship manager (primary contact)
Memorial and James E. West Management
Memorial Brick program support

MIKE REDONDO

District Director – White Buffalo

SA Awareness Camp and funding
SA Catholic Committee
SA Investment in Character
SA Trappers’
Manages Inner-City PT Staff
Supervision of Lauryn, Jo, and Andrea



PAUL KING

Ranger- Quivira Scout Ranch

Camp Maintenance
Campmaster Corps/Beaver Days
Summer Camp Key leadership
Daily Camp Operations
QSR Fisherman Relationship
Support Properties Committee

SHERDEILL BREATHETT SR

Development Director

SA Honor Bash
SA Sporting Clays
SA Foundations & Trusts
SA Infinite Impact Reception
Strategic Plan – Posterity Committee
Major Gifts Campaign
SA Council Dinner & Silver Beaver Selection

STACEY WOOD

Part-time District Associate – Osage Nation

ON District Functions