

MELISSA CARPENTER

Finance Assistant/Admin

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

ALYSSA CASTILLEJA

Fundraising Executive

Support IIC
Sponsors Annual Banquet
Support OMH
Letter Campaign
Digital Campaign

TRINA FOSDICK

New Cub Scout Pack Coordinator
Greater Liberal / SFT Area

LAURYN GAINES

District Executive – White Buffalo

SA Adventure Camp and Funding
Support Day of Awesomeness
SA NOVA Days
SA Metro Day Camp
Exploring Growth

KEVIN GORMAN

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

Field Staff Manager
SA Council Commissioner &
VP Membership
SA Staff meetings
Camp Cards support
SA Popcorn Campaign
SA On My Honor breakfast
SA Administrative Services Committee
Support for Council Dinner
Incident Reporting – YPT

JOSH HAMILTON

Communication Assistant

Q News (weekly)
Maintain Web Content
Maintain Social Media

JANCIE HARADER

District Executive – Southwinds

Southwinds District Functions
Support On-Line Store

KEITH HOWELL

Controller / Support staff leader

Manages: D’Kolle, Angelica, Melissa, and Vanessa
SA Finance Committee
Council Budget
Council Treasurer Advisor
Accounts Receivable
Accounts Payable
Monthly Closing
Insurance Coordinator
Mentor Camp Director for QSR 2025
Account Reconciliation
Payroll Salaries and Benefits
General Entries 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
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

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
SA Ranch Hands
QSR image & cleanliness

ALISHA KORTJE

District Director – White Buffalo

SA Awareness Camp and funding
SA Trappers'
SA Webelo Woods
Manages Inner-City PT Staff
Supervision of White Buffalo Staff

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
Membership Validation Procedures – New Unit
Calls
Process CBCs (criminal background checks)
Short Term NCAP

BRIAN NASTASE

Scout Executive

Supervision of Controller, ASE, Major Gift Director,
Program Director, and Ranger
Council Management Team Member
Council Executive Committee & Board
Legal Counsel

Brian Nastase Continued

Council Key III
Youth Protection issues
Endowment
Capital Campaign
Investment Committee
Nominating Committee
Compensation & Benefits Committee
Strategic Plan Committee
Foundations & Trusts Support
Operating Budget
Contact Person to Trust Managers
Approve Payroll
Professional Staff Recruitment
SA VP Properties
SA Silver Beaver Selection
SA Enterprise Risk Management

MIKE REDONDO

Major Gift Director

Supervise Fundraising Executive
Major Gifts Campaign
SA Investment in Character
SA VC of Development
SA Honor Bash
SA Foundations & Trusts
SA Infinite Impact Reception
Strategic Plan – Posterity Committee
SA Council Dinner & Silver Beaver Selection
Support - Sporting Clays

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
Foundations & Trusts Support
Endowment – Capital Support
Vacation Calendar
Monitor Zoom Account
Reserves Conference Rooms/Smart Board
Distributes Certificate of Liability
Incident Reporting – Non YPT
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

Angelica Rhoden Continued

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
Postage Meter, Petty Cash

ALEX SCHMITT

Program Director

SA Scouts BSA QSR Summer
SA Cub Res Camp
SA Scout Con
SA Operations Mtg
SA VP Program
Annual Outdoor Program Preview
SA Scouting for Food
SA TopShot
SA Climb Q
SA National Jamboree
QSR Social Media & Summer Camp Marketing
Support
SA Order of the Arrow
SA Council Training
SA for National Youth Leader Training
Matterport Expert
SA Wilderness 1st Aide - Training
SA Woodbadge
SA Council Activities
SA NCAP
SA Catholic Committee

VANESSA TIEDE

Office Manager – Garden City

Santa Fe Trail Customer Service
Trading Post Oversight
Inventory Control
SA Facilities Garden City Office
SA Garden City United Way

ANDREA TREPTOW

Metro Unit Concierge

VACANT

Part-time District Associate – Osage Nation

Osage Nation District Functions
Osage Nation Day Camp

VACANT

District Executive – Pawnee and Kanza District

Pawnee District Functions
Kanza District Functions
SA Camp Cards
Hutchinson United Way
SA Merit Badge College, University of Scouting
Barton Co., University of Scouting, & NOVA
SA Venturing Growth
Sea Scout Council Director

VACANT

Metro Part-Time Membership Specialist

