



Executive Committee Meeting
Wednesday, April 6, 2022
Via conference call

Minutes

Call to Order

The meeting was called to order by Heather Miller, President, at 2:03 PM via video conference.

Present

Heather Miller, Matt Painter, Margaret Lomas Carpenter, Demetria Kelly, Victor Lopez, Donnella Dillon, Alisha Harrison, Jim Bynum, and John Smith

Old Business/President Updates (Heather)

- Approve minutes from March 2022 meeting
 - 1st: Matt; 2nd: Victor; all in favor

New Business (Heather)

- New Website (Heather, Matt, & John)
 - We have been looking at website vendors to replace the WildApricot vendor who charges an international service fee since they are based out of Canada. We currently pays about \$3000 annually which will increase to almost \$4000 if we remain with them.
 - Matt and Heather met with Direct Development, and John and Heather met with another vendor. Direct Development has an implementation cost of about \$7500 with a monthly or annual cost which will be cheaper than what we are currently paying.
 - Heather is asking all board members to review the email from Direct Development and give her your feedback by Friday, if you would like to have a meeting with them.
- Who is going to NAGAP conference?
 - Chapter Meeting April 20th at 4pm in Grand Hall MN
 - Lapel Pins
 - Free Registration for one attendee?
 - All approved
- Shirt/Badge Update (Margaret)
 - Shirts
 - Black or Blue: I'll check on that with the company
 - Badges
 - Silver or White

- Bylaw Amendments Discussion
 - Make Communications Chair an appointed position?
 - Set term guidelines?
 - Victor recommended having Chair-elect or past-chair positions so that the person in the position will have adequate time to learn about their roles, be in their roles, and then advise the next chair.

Financial Report (Matt)

- Monthly Update (Herewith)
 - Net increase of over \$5,000
 - SI 2020 Credits Roll Forward
 - There were 29 retained registrations
 - 11 are former board members
 - The 29 should sign up and pay by check; if that doesn't work, Victor will send a discount code

Committee Chair Reports

- Membership (Alisha)
 - Renewals are coming in; she is verifying renewal dates are accurate
- Communications & Marketing (Victor and Jim)
 - A newsletter will go out at the beginning of next week.
- Professional Development & Strategic Initiatives (Victor)
 - Donnella and Victor will be meeting.
- Summer Institute (Demetria)
 - Scholarships
 - Heather recommending offering two scholarships to new members or individuals who have not attended.
 - Pop Ups or Banner?
 - This can be used as a backdrop for photos or registration.
 - Margaret will check with CC Creations on cost of a new one.
 - Photographer (\$1000) approval
 - Discussion on having a professional photographer/videographer to take headshots for all attendees. This cost would cover two photographers for the entire day. We will have personal rights to the digital files.
 - Deadline for presenters is April 15th.
 - Demetria will create a google document with the abstract, title, etc. so that we can see who is presenting.
 - Swag Bags
 - Information about the city will be included in the bags.
 - Gift Cards
 - Discussion to have gift cards for presenters
 - Guest Speaker Gift
 - Itinerary
 - The schedule will be posted as soon as possible.
 - 4:00 PM New Comers Session, then dinner, presentations on Friday, possibly ending around 4:30 PM.

Discussion Items

- Victor will be meeting with the Committee Chairs to create goals for next year.

Motion for Adjournment

- A motion to adjourn the meeting was entered at 2:44 PM (1st: Demetria; 2nd: Matt; all in favor)

