**Executive Committee Meeting Agenda**

DATE: September 8, 2023
Location: Conference call

Time: 12:00 PM

 **GTC Executive Committee Member Attendance:**

| **Elected Officers** | **Office** | **Present?** |
| --- | --- | --- |
| Alexandria LePock, CSP | President | x |
| Stephanie Neary | President-Elect | x |
| Meghan McCall | Secretary | x |
| Susan Roenker | Treasurer |  |
| Jennifer Miles | Advisory Board  |  |
| **Executive Committee Members** | **Office** |  |
| Mike Suminski | Government Affairs Chair (combined with Practices/Standards) |  |
| Stephanie Neary | Newsletter/Website Chair | x |
| Steve LePock | Membership and Public Relations Chair | x |
| Jennifer Miles | Nominations and Elections Chair/Past President |  |
| Cheryl Riordan | Student Affairs Liaison |  |
|  | EC Member at large |  |
| **Committee Chairs** | **Office** |  |
| Kristina Knapik | Communications Chair | x |
| **Guests** | **Representing** |
| Elizabeth Barnette | Northern Area AD |

*Note: A quorum is a majority (three) of the four elected officers or a majority (five) of the* ***nine*** *executive committee members with at least two elected officers.*

**Executive Committee Meeting**

**Presiding:** Ali LePock, Chapter President

**Minutes:**

Ali \_\_\_\_\_ called the meeting to order at \_12:04 PM. A quorum was established with \_3\_ elected officers present and \_2\_ total EC Members.

**Previous Meeting Minutes Approval**

Ali LePock presented the minutes from the July EC meeting. \_Steve\_\_\_\_ moved to accept the minutes as presented. \_Kristina\_\_\_ seconded.

Note: Ensure approved minutes are posted to our website. Contact chapter services for assistance with upload.

**Approval of Finance Reports**

\_Steve\_ moved to accept the \_YTD Finance Reports. \_Stephanie\_\_\_ seconded the motion.

**Finances**

* [**Budget review**](https://docs.google.com/spreadsheets/d/1eba9gqnqmrkd5oELKwzuhzvdR0T_CsV1/edit?usp=sharing&ouid=111346096596114206705&rtpof=true&sd=true)- APPROVED

**Meeting Dates for Chapter Formal Meetings**

September 13th-15th- Region VI PDC Myrtle Beach-**Liaisons- Meghan, Susan, Cheryl**

September 21- ASSP/ODU Meeting at ODU

October- October 18th at Damuth- Elizabeth to speak.

* Elizabeth to send topic and details to Stephanie.

November 8th- VB Fire Dept Training Center Tour

November 13th- Colonial Chapter Joint Meeting/Dinner

December- TBD Holiday Social

Next year- Stephanie to begin drafting out schedule

**Suggestions for Future Meetings/Fundraisers**

* Make one meeting a Bring a Friend meeting!
* More tours!
* ***Golf Outing: May 1 (Wednesday) or 2 (Thursday), 2024***
	+ ***Elizabeth believes there would be strong enough interest from Damuth/sales alone for this fundraiser***

**Open Items**

* **Holiday Social Planning!**
	+ Vino, Aberdeen, Other ideas?
		- Smartmouth Brewing, The Butchers Son, Black Pelican, Cantina Laredo, Keagan’s
		- Ali to contact and ID venue for December 15th Friday 5-8pm timeframe
	+ Raffles - discuss more at next EC meeting
		- Mike Suminski offered (offline) to assist with raffles
* Sponsorships- a success! sharing as best practice with region at Fall ROC
	+ - Ali to share drafted sponsorship model
			* EC agreed to simple meeting sponsorship model for future use at meetings
			* Ali sent email details to EC with request to share with potential sponsors (see them listed below
			* Ali to contact Patient First about follow up for a meeting sponsorship for Oct meeting

**For your sponsorship payment of $250.00, you are provided the following benefits:**

* Acknowledgement on the Chapter Website [https://www.tidewater.assp.org](https://www.tidewater.assp.org/). Links to your website are included.
* Area available for marketing materials and promotional items for duration of the meeting.
* Formal introduction by Chapter President with the opportunity to give a 10-minute presentation on your company and its services.
* Acknowledgement in our quarterly Newsletter.
* Signs for ODU meeting
	+ Steve has signage
	+ Can be used to place signs on for future ODU meetings with ASSP background colors
* CEU Submission for upcoming events (need this for comt points)- Elizabeth
	+ Need event dates sooner in order to obtain CEUs. Should have events 3 months out, per region guidance
	+ **Need bios and learning objectives from speakers.**
* Ali plans to begin process to update bylaws with red line review/comments using our google drive platform.

**Nominations and Elections committee**

* + Discuss succession planning for next 1-2 years
	+ Individual shared interest in getting involved with our EC. I’d like to suggest the at-large position. Thoughts?
		- EC agreed to Austin Temple joining as our at-large member
			* Ali to add Austin to the website

**Volunteer Opportunities**

**Advisory Board**

**Governance/Practices/Standards**

**Award**

**Membership**

* Ways to continue improving membership base- welcome new members with personal thank you note or email and send personal email invites for meetings
* Monthly Membership Spotlight - will be highlighted as a best practice in the Fall ROC with region. Keep up the great work!
* Membership Update from July
	+ **199** active members, with **14** number in grace period **(213 Total**)
	+ **0** new members and **0** member transferred to GTC

Reaching out to all new and transferred Chapter members.

Reaching out to all expired and Grace Period members.

**Students**

* Emily Meserole and Jenna Horner are presenting at Region VI PDC 2023.

**Social Media**

* Photos from baseball social posted to google drive
	+ Ali to post baseball social article to website and Linked In
* Q3 Newsletter - What else is needed?
* Website updates
	+ Stephanie to post Oct and Nov meetings to website/Linked In
* Linked In
	+ Post upcoming meetings

**Communications**

* Steve taking over communications for Kristina until end of August
	+ Kristina is returning to communications and continuing colorful templates to emails to increase engagement/views
* Ali sent thank yous after the baseball social to all sponsors

**Upcoming Dates**

* Fall Regional Operating Committee Meeting September 12th (Stephanie -and Ali- to attend)
* PDC Sept 13-15th
* ODU ASSP Meeting September 21st

Kristina\_\_\_ moved to adjourn the meeting at \_1257 PM. \_Steve\_ seconded. EC Meeting adjourned.

Respectfully submitted,

Meghan McCall

Secretary, Greater Tidewater Chapter