

7/28/2023

Meeting Minutes

June E-Board Meeting



Tyler Traweck
SECRETARY

Meeting Summary

Date: July 28, 2023

Time: 9am-1pm

Location: GBRIA - 8555 United Plaza Blvd Ste 202, Baton Rouge, LA

Meeting called by: Chris McGlynn

Type of Meeting: Executive Board

Notetaker: Tyler Traweek

Minutes with Action Items

| Meeting Minutes | | |
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| Presenter: Chris McGlynn | | |
| Discussion | <ul style="list-style-type: none"> ▪ C. McGlynn opened meeting with Agenda Review ▪ Introductions of all present ▪ Board Member Responsibilities Review ▪ Website Management ▪ Bank Issues – Thai/Jerry ▪ Establish Committee Volunteers <ul style="list-style-type: none"> ○ Recruiting Volunteers for Committees ○ Sign Up Sheets at meetings ▪ Set EBoard and Chapter Meeting Dates and Times ▪ Completed ASSP Annual Planning Report due 8/15/23 <ul style="list-style-type: none"> ○ Survey Members ○ Recognize Members ○ Improve Communications ▪ Identify and Contacting Speakers for Chapter Meetings ▪ Roundtable Discussion | |
| Conclusions | Motion: B. Smith 2 nd Motion: B. Dove | |
| Action Items | Owner | Target Due Date |
| <ol style="list-style-type: none"> 1. Access to Box 2. B. Smith adding ASSP Files to Box 3. Identify Website Gatekeeper 4. Finalize Banking Process 5. Confirm Alex to Communication Chair Position 6. Committee Volunteer Survey 7. Send Committee Contacts to C. McGlynn 8. Committee Chair Slides to All 9. Submit Planning Report 10. Send Chapter Meeting Forecast Document created during meeting to all 11. Reaching out to all Committee Chairs 12. Reach out to identified venues to host meetings 13. LSU Venue 14. Website Cleanup 15. First Meeting launch plan 16. Financial responsibilities transfer 17. ASSP Leadership Training 18. Communication Chair / Mentor Meet 19. Lunch provided for next meeting | <ol style="list-style-type: none"> 1. Will 2. B. Smith 3. Erin 4. Thai 5. Erin 6. B. Smith 7. All 8. B. Smith 9. Chris 10. B. Smith 11. Emma 12. Erin 13. Tyler 14. B. Smith 15. All 16. B. Dove 17. All 18. B. Smith 19. Chris | <ol style="list-style-type: none"> 1. 7/28/23 2. 7/31/23 3. 8/11/23 4. 8/11/23 5. 8/1/23 6. 8/2/23 7. 8/4/23 8. 7/31/23 9. 8/15/23 10. 8/2/23 11. 8/11/23 12. 8/11/23 13. 8/11/23 14. 8/4/23 15. 8/11/23 16. 8/2/23 17. 8/11/23 18. TBD 19. 8/11/23 |

| Chapter Finances | | | |
|--------------------|--|-------|-----------------|
| Presenter: | | | |
| Discussion | <ul style="list-style-type: none"> ▪ Tabled to Next Meeting | | |
| Conclusions | | | |
| Action Items | | Owner | Target Due Date |
| | | | |

| Committee Chair Report | | | |
|------------------------|--|-------|-----------------|
| Presenter: | | | |
| Discussion | <ul style="list-style-type: none"> ▪ Tabled | | |
| Conclusions | | | |
| Action Items | | Owner | Target Due Date |
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| Others in Attendance: |
| <ul style="list-style-type: none">- B. Smith- L. Roux |