

9/15/2023

# Meeting Minutes

*September E-Board Meeting*



Brandon Dove  
Treasurer

# Meeting Summary

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**Date:** 09/15/23

**Time:** 0830-1030

**Location:** La Madeleine

**Meeting called by:** Emma Bataineh

**Type of Meeting:** E-Board

**Facilitator:** Emma Bataineh

**Notetaker:** Brandon Dove

# Minutes with Action Items

Meeting Minutes	
Presenter: Chris McGlynn	
<b>Discussion</b>	<ul style="list-style-type: none"><li>- Call to order 0840</li><li>- Introductions</li><li>- Meeting Mins Accepted: <b>Motion-Emma Bataineh 2<sup>nd</sup>- B. Dove Vote-Approved</b></li><li>- Website Update<ul style="list-style-type: none"><li>o Community Outreach page updated</li><li>o Main page up to date</li><li>o Will investigate adding internship section to main page below job openings section</li></ul></li><li>- Student Chapter Update<ul style="list-style-type: none"><li>o President announced; Jake will be scheduling a meeting for further discussions</li><li>o President will be attending Sept meeting</li><li>o Student Chapter meeting on Sept 19<sup>th</sup>, 5:30pm at the IT building at SELU</li><li>o Emma shared GBR chapter meeting dates; student chapter will avoid same day meetings moving forward</li></ul></li><li>- Financials (See Financials Report notes Section)</li><li>- Golf Tournament Update<ul style="list-style-type: none"><li>o October 5, 0700-1500 @ the Island Golf Club</li><li>o Annette will not be able to attend; Karen will be reaching out for additional volunteer assistance</li></ul></li><li>- September Meeting Update<ul style="list-style-type: none"><li>o Meeting location confirmed, 33 attendees registered as of 9/15/23</li><li>o Request to have room set up for 60 people</li><li>o September meeting announcement/invite reminder to be sent out 9/18/23</li><li>o PowerPoint presentation near completion</li><li>o Meeting materials obtained from Will by Erin for meeting</li></ul></li><li>- October Meeting update<ul style="list-style-type: none"><li>o Meeting announcement/invite to be sent out on 9/20/23</li><li>o Scheduled at LSU on Oct 16<sup>th</sup> (Monday) 1300-1700</li><li>o Pre-meeting field visit 10/2 @ 1300</li><li>o Information will be needed from Tyler for EventBrite meeting invite</li><li>o Decided on \$40 charge for meeting</li><li>o Capping invite at 115 people</li><li>o Newsletter to be sent out 10/9/23</li><li>o Follow up meeting invite to be sent out 10/13/23</li></ul></li><li>- November Meeting Update<ul style="list-style-type: none"><li>o Pre-meeting field visit 11/1 0800</li><li>o Agreed upon \$25 charge for meeting</li><li>o Chik Fil Eh for food</li><li>o Can fit 50 personnel with restaurant seating, more with straight seating</li><li>o Proposed Agenda:<ul style="list-style-type: none"><li>▪ 0730-0800 Eating/Networking</li><li>▪ 0800-0845 Speaker</li><li>▪ 0845-0900 Tour of PET Plant</li></ul></li></ul></li><li>- ABC Build Your Future Event<ul style="list-style-type: none"><li>o 10/19/23 from 0800-1400</li><li>o Taking place at Lamar Dixon</li><li>o Volunteers will be needed</li><li>o Laremy will take lead; will need materials at the end of October monthly meeting</li></ul></li><li>- Meeting action items announced at Chapter meeting and emailed out next day following Chapter meeting</li><li>- Newsletters to be sent out 1 week prior to monthly meeting</li><li>- Next EBoard Meeting on 10/13/23 at 8:30am at La Madeline's off Perkins</li><li>- Meeting Closed at 1030am</li></ul>

<b>Conclusions</b>	Motion to Adjourn: B. Dove 2 <sup>nd</sup> : Approved at 1030	
<b>Action Items</b>	<b>Owner</b>	<b>Target Due Date</b>
<ol style="list-style-type: none"> <li><b>1. Attempt adding internship section to webpage</b></li> <li><b>2. Schedule Meeting with ASSP Student Chapter</b></li> <li><b>3. Print meeting roster/golf tournament sign up forms for Sept meeting</b></li> <li><b>4. Bring name tag stickers for Sept meeting</b></li> <li><b>5. Create signs for additional golf teams</b></li> <li><b>6. Send Sept meeting reminder</b></li> <li><b>7. Complete Sept meeting PowerPoint</b></li> <li><b>8. Gather October meeting info for invite send out</b></li> <li><b>9. Send out October meeting EventBrite</b></li> <li><b>10. Send out October Newsletter</b></li> <li><b>11. Send October meeting EventBrite reminder</b></li> <li><b>12. Determine max seating for November meeting</b></li> <li><b>13. Get bio for November speaker</b></li> <li><b>14. Have nametags ordered</b></li> <li><b>15. Look into ordering notepads and other possible swag</b></li> <li><b>16. March Meeting Panel Facilitator – James Fish from DOW?</b></li> <li><b>17. Finalize March-May meetings</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Emma</li> <li>2. Jake</li> <li>3. Erin</li> <li>4. B Dove</li> <li>5. Thai</li> <li>6. Erin</li> <li>7. Emma</li> <li>8. Tyler</li> <li>9. Erin</li> <li>10. Alex</li> <li>11. Erin</li> <li>12. B Dove</li> <li>13. Thomas</li> <li>14. Thai/Chris</li> <li>15. Thomas</li> <li>16. Emma</li> <li>17. EBoard</li> </ol>	<ol style="list-style-type: none"> <li>1. 10/13</li> <li>2. 10/13</li> <li>3. 9/19</li> <li>4. 9/19</li> <li>5. 10/2</li> <li>6. 9/18</li> <li>7. 9/18</li> <li>8. 9/19</li> <li>9. 9/20</li> <li>10. 10/9</li> <li>11. 10/13</li> <li>12. 10/13</li> <li>13. 10/13</li> <li>14. 10/13</li> <li>15. 10/13</li> <li>16.</li> <li>17.</li> </ol>

Chapter Finances		
Presenter: B. Dove		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- Proper accesses have been obtained for bank account</li> <li>- Financials Update / Overview by B. Dove               <ul style="list-style-type: none"> <li>o \$92,687 Total</li> <li>o ~\$30k for Golf Tournament</li> <li>o \$30k for Reserves</li> <li>o ~\$33k for Chapter</li> </ul> </li> <li>- Voted to purchase new iPad and Square device</li> <li>- Will need to create a budget once golf tournament is complete</li> <li>- 7 new Chapter sponsors               <ul style="list-style-type: none"> <li>o 6 Premier</li> <li>o 1 Supporting</li> <li>o Still working on obtaining sponsorship renewals</li> </ul> </li> <li>- 3 New Sponsors for Golf Tournament</li> <li>- EventBrite issues may have been resolved; awaiting next scheduled deposit to verify               <ul style="list-style-type: none"> <li>o Tax status needs to be added to EventBrite</li> </ul> </li> </ul>	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> <li>1. Purchase iPad and new Square device</li> <li>2. Establish tax settings in Square</li> <li>3. Continue to call/Email previous Sponsors</li> <li>4. Create yearly budget</li> </ol>	<ol style="list-style-type: none"> <li>1. B Dove</li> <li>2. B Dove</li> <li>3. Emma/Garrett</li> <li>4. E Board</li> </ol>	<ol style="list-style-type: none"> <li>1. 10/13</li> <li>2. 10/02</li> <li>3. 10/13</li> <li>4. 11/1</li> </ol>

Committee Chair Report		
Presenter:		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- NA</li> </ul>	
Action Items	Owner	Target Due Date

<b>E-Board Meeting Attendance</b>															
	<b>X = Present at Meeting</b>				<b>A = Absent</b>			<b>CI = Call-in</b>		<b>E = Excused</b>				Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%	
Chris McGlynn	X	X	X	X											
Emma Bataineh	X	X	X	X											
Brandon Dove	X	X	X	X											
Tyler Traweek	X	X	X	E											
Thomas Cagle	X	X	X	X											
Thai Tran	X	X	X	X											
Will Rosette	A	X	X	A											
<b>Total Attendance</b>	<b>6/7</b>	<b>7/7</b>	<b>7/7</b>	<b>5/7</b>											

<b>Committee Chair Attendance</b>															
	<b>X = Present at Meeting</b>				<b>A = Absent</b>			<b>CI = Call-in</b>		<b>E = Excused</b>				Total	%
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	%	
Erin McAlister (Programs)	E	X	X	X											
Garrett Leeper (Sponsorship)			E	E											
Karen Saurage (Golf)	CI	X	X	X											
Anette Springer (Golf)	E	E	E	E											
Laremy Stille (Outreach)			E	E											
Michael Dodds (Membership)			X	E											
Greg Landry (Awards)			E	E											
Alex Write (Communications)			E	E											
Logan Heldenbrand (Comm Support)			E	E											
Jake Frelich (SLU Student Section)			X	E											
Hunter Pinion (OSHA)			E	E											
<b>Total Attendance</b>			4/11	2/11											

<b>Others in Attendance:</b>
- NA