

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	
Discussion	<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>

Conclusions	Motion to Adjourn: B. Dove 2 <sup>nd</sup> : Approved at 1030		
Action Items	Owner	Target Due Date	
1. Attempt adding internship section to webpage	1. Emma	1. 10/13	
2. Schedule Meeting with ASSP Student Chapter	2. Jake	2. 10/13	
3. Print meeting roster/golf tournament sign up forms for Sept meeting	3. Erin	3. 9/19	
4. Bring name tag stickers for Sept meeting	4. B Dove	4. 9/19	
5. Create signs for additional golf teams	5. Thai	5. 10/2	
6. Send Sept meeting reminder	6. Erin	6. 9/18	
7. Complete Sept meeting PowerPoint	7. Emma	7. 9/18	
8. Gather October meeting info for invite send out	8. Tyler	8. 9/19	
9. Send out October meeting EventBrite	9. Erin	9. 9/20	
10. Send out October Newsletter	10. Alex	10. 10/9	
11. Send October meeting EventBrite reminder	11. Erin	11. 10/13	
12. Determine max seating for November meeting	12. B Dove	12. 10/13	
13. Get bio for November speaker	13. Thomas	13. 10/13	
14. Have nametags ordered	14. Thai/Chris	14. 10/13	
15. Look into ordering notepads and other possible swag	15. Thomas	15. 10/13	
16. March Meeting Panel Facilitator – James Fish from DOW?	16. Emma	16.	
17. Finalize March-May meetings	17. EBoard	17.	

Chapter Finances			
Presenter: B. Dove			
Discussion	<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:			
Discussion	<ul style="list-style-type: none"> <li>- NA</li> </ul>		
	Action Items	Owner	Target Due Date

E-Board Meeting Attendance														
	X = Present at Meeting				A = Absent			CI = Call-in		E = Excused				
	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>										

Committee Chair Attendance														
	X = Present at Meeting				A = Absent			CI = Call-in		E = Excused				
	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 Stilley (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										

Others in Attendance:
- NA