

10/13/2023

Meeting Minutes

May E-Board Meeting



Tyler Traweek
SECRETARY

Meeting Summary

Date: 10/13/23

Time: 8:40a-11:05a

Location: La Madeline & Remote via Zoom

Meeting called by: Chris McGlynn

Type of Meeting: Executive Board Meeting

Facilitator: Chris McGlynn

Notetaker: Tyler Traweek

Minutes with Action Items

Meeting Minutes		
Presenter: C. McGlynn		
Discussion	<ul style="list-style-type: none"> Meeting opened at 8:40am by C. McGlynn Roll Call Motion to accept last meeting minutes made by Thomas. 2nd by Chris October Meeting Discussion <ul style="list-style-type: none"> EBoard to meet at 12:30p for meeting set up Setup plans discussed Event Insurance required. \$105 Resend meeting notice and attach parking map to members Raffle plans confirmed Name Tags November Meeting Discussion <ul style="list-style-type: none"> Seating setting options discussed based on # of people attending Agenda for meeting reviewed Speaker is confirmed. Need bio* Menu = Chic-fil-A covered by chapter. Deliver for 7:00am Eventbrite <ul style="list-style-type: none"> Discussed high fees and if we should switch. Charging 20-25% Square and Event Espresso proposed December Meeting Discussion <ul style="list-style-type: none"> Dress/Attire – discussed being more formal. Tabled Discussed free event vs. charged admission. Tabled to budget meeting discussion. Leaning towards free admission. Venue determined to be Blend. \$2500 minimum Entertainment – live artist – Ray Boudreaux \$800 Menu Options. Tabled until budget meeting **Vote on ASSP's involvement with partnering with Acadian Ambulance to plan and participate in large-scale Active Shooter Drill: Unanimous Yay Vote. <ul style="list-style-type: none"> Announce in Oct. meeting and establish event sub-committee OSHA Alliance Conference – summary given by Chris but detailed discussion tabled due to time By-Laws – need to be updated. Summary given by Chris but detailed discussion tabled due to time Sponsorship - need to be updated. Summary given by Chris but detailed discussion tabled due to time CSP Prep course funds – Thai provided overview of program but details to be sent to EBoard for review Meeting closed at 1105 	
Conclusions	Motion to close by Brandon / 2 nd by Emma. Meeting closed at 1105	
Action Items	Owner	Target Due Date
1. Order food for Oct meeting	1. Chris/Tyler	1. 10/16
2. Drinks and candy for Oct meeting	2. Chris	2. 10/16
3. Oct event insurance payment	3. Chris	3. 10/13
4. Resend meeting notice w/ parking map	4. Alex/Emma	4. 10/13
5. Nov meeting speaker's bio needed	5. Thomas	5. 10/16
6. Determine event invite/payment system	6. Chris	6. 11/1
7. Confirm Ronnie for Jan meeting	7. Chris	7. 11/1
8. Send CSP Prep course program outline to EBoard	8. Thai	8. 11/1
9. Confirm Dec. Social Entertainment	9. Tyler	9. 10/13
10. Establish Active Shooter Drill Planning committee	10. Tyler/Leremy	10. 11/1

Chapter Finances		
Presenter: B. Dove		
Discussion	<ul style="list-style-type: none"> 10:05 opened Sept Report Total: \$98,245 2 New Sponsors added Budget sheet still under construction. Previewed current version. Speaker Gifts Proposed. Will to get pricing. Dedicated Budget meeting determined to be needed Need more information on Scholarship Programs and how funds are allocated from Golf Tournament Discussed Purchasing Awards – Need to have Awards Committee established by Jan. Golf Net Profit: \$23,101.86 Discussed opening a separate account to manage Golf funds. Tabled "Rainy Day" funds discussed. Where originated? Scenarios? Written anywhere? Budget for December social discussed. Tabled until budget meeting Closed at 11am 	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Set Budget Focused Meeting 2. Pricing for Speaker Gifts 3. Scholarship program research 4. Establish Awards Committee 5. Golf Tournament Fund history research 	<ol style="list-style-type: none"> 1. Chris 2. Will 3. Brandon/Thai 4. Emma 5. Thai 	<ol style="list-style-type: none"> 1. 10/16 2. 10/16 3. 11/3 4. 12/31 5. 11/1

Committee Chair Report		
Presenter: Erin		
Discussion	<ul style="list-style-type: none"> Jan meeting at Sno's. Deposit needed. Meeting calendar review Contact sponsors to select meeting for them to present Communications – No more Slack. Utilize Group Text Messaging Point made on improving the process for tracking and communicating sponsors and collecting logos Golf Tournament <ul style="list-style-type: none"> **Vote made to determine date of annual golf tournament. Unanimous to keep in April 	
Action Items	Owner	Target Due Date
<ol style="list-style-type: none"> 1. Pay deposit for Sno's 2. Sponsors to select meeting to present 3. Inform Committee Chairs of Switch from Slack 	<ol style="list-style-type: none"> 1. Will 2. Garrett 3. Emma 	<ol style="list-style-type: none"> 1. 10/16 2. 10/31 3. 10/31

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	X									
Emma Bataineh	X	X	X	X	X									
Brandon Dove	X	X	X	X	X									
Tyler Traweek	X	X	X	E	X									
Thomas Cagle	X	X	X	X	X									
Thai Tran	X	X	X	X	X									
Will Rosette	A	X	X	A	X									
Total Attendance	6/7	7/7	7/7	5/7	7/7									

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	X									
Garrett Leeper (Sponsorship)			E	E	E									
Karen Saurage (Golf)	CI	X	X	X	E									
Anette Springer (Golf)	E	E	E	E	E									
Laremy Stilley (Outreach)			E	E	E									
Michael Dodds (Membership)			X	E	E									
Greg Landry (Awards)			E	E	E									
Alex Write (Communications)			E	E	E									
Logan Heldenbrand (Comm Support)			E	E	E									
Jake Frelich (SLU Student Section)			X	E	E									
Hunter Pinion (OSHA)			E	E	E									
Total Attendance			4/11	2/11	1/11									

Others in Attendance:
<ul style="list-style-type: none"> N/A