

MEETING INFORMATION:

Quorum - met at 4:15 PM

Meeting Location – Memphis Pizza Cafe (Overton Square)

Attendees:

Tom Lawrence (President)

Rob Winkler (Vice President, President Elect)

Lauren Patterson (Treasurer)

Sherra Russell

Shawn Anderson

Andrew McColgan

Lee Owens

AJ Robinson

DISCUSSION ITEMS:

- Table Setup and configuration
 - Need to make sure that we are coordinating with BC
 - Lauren
 - Power strips, cables, etc.
 - Lee volunteered to itemize
 - Pre-setup | Setup – need to clarify and confirm setup roles and team
 - AJ to clarify via email for availability
 - Reach out to Vendors, confirm accommodations
 - Shawn? After Lauren provides more details?

- Conference Agenda
 - Shawn provided a printed copy for proofing
 - No glaring issues, looks great.
 - Panel Discussion needs to have a solid format
 - Need to work out how that is going to flow
 - Shawn motioned for Rob and the committee to meet offline
 - Shawn is scheduling a meeting with agenda committee to generate some questions so that some are already in hand

- Social
 - Ask Scott?
 - General conversation leaned to selecting a location in Overton Square and providing that to the group as an ‘open invitation’ – however not a sponsored event.

- Mousepads
 - The budget looks like we will NOT break even this year. However, the quote for 100 mousepads is \$300.
 - Let’s sale the Stock of Mugs from 2019 to offset losses.
 - AJ motioned
 - Approved

- Pre-conference workshop
 - No participation
 - Shawn is cancelling the event

- Recording
 - AJ provided details about setup
 - Using Zoom + HD webcam + speaker
 - If Zoom is not working – a video recording will be made using other software that has ZERO online component.
 - Will share Zoom credentials to presenter if presenter is interested in using laptop + MAGIC recording cameras for dual recording options.
 - Shawn confirmed that some recordings have already been shared.
 - AJ is setting up a OneDrive or Google Drive folder for storing the recordings.

- **Next Board Meeting (Proposed Agenda Items) – a.k.a. briefly discussed items**
 - Website training
 - Rob identified the need for cross-training for basic or specific website functions or needs.
 - Rob is going to schedule time for training in 2022.
 - Lee volunteered
 - Role of VP
 - *Is Michelle interested?*
 - *If yes, Lee volunteered (is not opposed to ...) being Secretary*
 - Recruitment of new, additional board members
 - Rob asked for Board to recruit +1 or 2
 - Andrew stated that we currently have a solid and effective number on the board.
 - Lauren and others agreed.
 - The idea is that it helps to bring in new faces to freshen up ideas and help with activities. Will explore after the conference and during 2022.
 - No-one is rolling off of the board until 2022/23
 - Need to share the spreadsheet with the group?