



DATE: Tuesday, January 7, 2020

TIME: 5:02 PM

LOCATION: Zoom Conference Rm

MEETING CREATED BY: Brenda Gee

MINUTE TAKER: Brenda Gee

TYPE OF MEETING: Check-in

TIME KEEPER: N/A

FACILITATOR: All

ATTENDEES: Anna, Cameron, Matt, Diessa, Rigel, Yuliya, Brenda

MINUTES

| Spring Conference | | | |
|---|---|---------------------------|----------|
| TIME ALLOCATED | 15 mins | PRESENTED BY | Everyone |
| DISCUSSION | <p>Theme of Conference finalized and questions to be answered:</p> <ul style="list-style-type: none"> - Can we use PTK Logo on T-shirts? Design was liked, but wanted more reference to theme incorporated. This will be discussed with Mo. Wondering on having caricatures of Regional Officers as Star Wars characters added to decorations. - Pricing was discussed with officers to source out local screen-printing companies. Brenda will check with EvCC to see who they use or recommend. She will also get the JPEG and EPS files out for pricing in color and black. Anna will speak with Renton CC. Diessa will speak with A-Shirts on pricing. | | |
| CONCLUSION | Everyone thought it was good to get feedback this thorough from another region to give us an idea of how they run. | | |
| ACTION | ACTION TO BE TAKEN BY | DATE TO BE ACTIONED BY | |
| Changes to T-Shirt Logo and files ready for pricing | Brenda | Friday, January 10, 2020 | |
| Diessa and Anna with pricing on screen-printing companies | Diessa and Anna | Tuesday, January 14, 2020 | |
| Brenda to contact EvCC for information | Brenda | Friday, January 10, 2020 | |
| | | | |

| Spring Conference – Regional Officer Elections | | | |
|--|--|--------------|-------------------------|
| TIME ALLOCATED | 15 min | PRESENTED BY | All officers and Brenda |
| DISCUSSION | <p>Group discussed timeframe to get elections for new Regional Officers. Link to be made live on Website for officer applications. A deadline of February 14 for applications will be set, with a zoom meeting to be scheduled with current RO's and candidates last week in February. Campaigning can start for the candidates on the Friday Night – space will be provided if they want to have a booth. Flow of Conference was reviewed and Cameron was elected to be the MC of the whole Conference.</p> <p>Speakers:</p> | | |

Team discussed the various needs for the conference, and it was decided that we would have 1 guest speaker that would speak to one of the 2020 HIA Themes. We also need guest facilitators for 2 workshops to also work with a discussion on one of the themes from HIA.

Diessa suggested Tara Simmons as a guest speaker. Yuliya brought forward Farhana Loonat and Alana Quigley as either speakers or facilitators. Brenda had also asked EvCC if they had anyone of interest and will check in with them.

Update from HQ: Brenda will ask Blake if he can speak on behalf of HQ and a bit on Membership end engagement.

There are several competitions that go forward to Catalyst – we will get an updated list from Blake and start advertising this to chapters.

CONCLUSION Flow of Event will be finalized in mid-January. Registration form is done and live for first January meeting and newsletter will be sent to chapter advisors and presidents.

| ACTION | ACTION TO BE TAKEN BY | DATE TO BE ACTIONED BY |
|-------------------------------------|-----------------------|---------------------------|
| Conference Details to be finalized | Everyone | Tuesday, January 14, 2020 |
| Guest speaker and facilitators | Everyone | Tuesday January 14, 2020 |
| Update on Competitions for Catalyst | Brenda | Tuesday, January 14, 2020 |
| | | |

Other

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|-----------------------|---------------|---------------------|-----------------|
| TIME ALLOCATED | 10 min | PRESENTED BY | Everyone |
|-----------------------|---------------|---------------------|-----------------|

DISCUSSION A Competition for Chapters was discussed. Chapters would submit names of perspective members to the draw that may want to be become PTK – we would select 2 entries and cover their registration costs. Deadline for chapters to submit names would be before early bird deadline.

Another contest for Chapter Spirit in decorating in the conference theme and bringing it for voting by regional officers was also discussed.

Star Wars Posters to be purchased and we will ask Anna about framing from IKEA to give away as prizes throughout the conference.

CONCLUSION Team to fine tune this initiative and publish in newsletter.

| ACTION | ACTION TO BE TAKEN BY | DATE TO BE ACTIONED BY |
|---|-----------------------|--------------------------|
| Brenda to submit applications for Hallmark Awards | Brenda | Tuesday, January 7, 2020 |
| Officers to provide additional information | Everyone | Tuesday, January 7, 2020 |
| | | |
| | | |

Other

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|-----------------------|--|--|-----------------|
| TIME ALLOCATED | 10 min | | Everyone |
| DISCUSSION | <p>The Give Back Event – Team discussed approaching the Everett Naval Base and the FRG to discuss a possible event that we can help with or champion. Diessa will get into contact with a local group to see if there are any initiatives we can collaborate on.</p> <p>Brenda also had this question out to EvCC – so will get an update on this.</p> | | |
| SPECIAL NOTES | <p>We will begin discussions with contacts to have more information to provide before conference.</p> <p>REMINDER: Competitive Edge to be completed for December 1, 2019</p> | | |

SECRETARY APPROVAL:

(Signature & Date) _____