



DATE: Monday, December 3, 2019

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, Yuliya, Rigel, Brenda

MINUTES

Communication & Meetings			
TIME ALLOCATED	10 mins	PRESENTED BY	Brenda
DISCUSSION	<p>California/Nevada Meeting – Region invited team to join a Zoom discussion on Event products to help with Conferences.</p> <p>Whoova is an app that can be purchased for \$100 for 2 days of use. It is a place to put your schedule of events and participate in contests and link to social media platforms.</p> <p>Discussion also included adding content to app about speakers and attendance.</p>		
CONCLUSION	<p>Everyone thought it was a great idea if there is time to plan prior to event and also see how content flowed.</p>		
ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY	
Brenda to ask for access from Miriam Moody to their past conference	Brenda	Tuesday, December 14, 2019	
Team to review app capabilities	All Members	Tuesday, January 21, 2020	

Spring Conference			
TIME ALLOCATED	40 min	PRESENTED BY	All officers and Brenda
DISCUSSION	<p>Spring Conference – March 6, 7 & 8, 2020</p> <p>Everett Community College – Everett, WA</p> <p>Different items in regards for the conference were discussed:</p> <p>Speakers – 1 or 2?</p> <p>Volunteer Effort? Do we have access to a 501C for donations? Question for Blake and/or Kristin Grisom</p> <p>College Fair event? Question to ask the Event planners Megan or Emily at PTK HQ and EvCC</p> <p>Theme for Conference: Rise of the Region was brought up and liked by all. A t-shirt will be designed by Brenda’s team for the event, and we will source out a local printer to lower costs.</p>		

	<p>Regional level scholarship? Do we award 1st time conference attendees? Amounts were discussed from full cost to 50% off.</p> <p>Host Chapters: discussion on how proceeds would be split – Registrations fees less costs – remainder to be dispersed with the chapters involved. Discussion with Everett in what they would like to see?</p> <p>Opening remarks: Team decided that we should ask Dr. Daria for opening remarks. Matt as president and his chapter will also do some welcome script.</p> <p>We will also ask that Blake Ellis come to or conference as representation from HQ</p>
--	--

CONCLUSION	Flow of Event will be finalized in early January. Registration form to be finalized for first January meeting and will be shared in a New Year welcome address to chapter advisors and presidents.
-------------------	--

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Finalize plans with Everett Community College	Brenda	Friday, December 17, 2019
Topic discussion platforms	Everyone	Tuesday January 7, 2020
Speaker series – who?	Everyone	Tuesday January 28,2020

Other

TIME ALLOCATED	10 min	PRESENTED BY	Brenda
-----------------------	--------	---------------------	--------

DISCUSSION	<p>Financial Deadlines for year-end are coming up. Brenda asked that everyone get their travel costs scanned and emailed no later than December 16, 2019. Vickie from HQ will be processing them for us.</p>
-------------------	---

CONCLUSION	Everyone has agreed to complete their paperwork by deadline date.
-------------------	---

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Brenda to resend Travel form to everyone	Brenda	Tuesday, December 10, 2019

Other

TIME ALLOCATED			
-----------------------	--	--	--

DISCUSSION	
-------------------	--

SPECIAL NOTES

REMINDER: Competitive Edge to be completed for December 1, 2019

SECRETARY APPROVAL:

(Signature & Date)
