

CEC Meeting Minutes February 23, 2021

I. Call to Order

The meeting was called to order at 12:12 pm by Tammy Beeman

II. Name of Attendees and Absentees

Attendee:

Tammy Beeman, Sarah Burrows, Daphne Pevahouse, Ashley Bartholomaus, Renee Vines, Eric Biring, Nathan Ziegler, Monica Robinson, Kristy Bork, Teresa Allen, Julie Ravenscraft

Absentees:

Greg Drake, Melody Ownby

III. Online Storage

- a. Rather than everyone having their own emails set up, one generic AGA account can be set up
 - i. This email can be shared to everyone's own emails
- b. Sarah will start setting up a google drive free account under a shared AGA account
- c. How should folders be organized? Folders by each position, general folder for items such as bylaws

IV. Spring Seminar

- a. Taking place virtually on March 24th 1pm to 5pm & March 25th 12pm to 4pm
- b. Speaker Ideas
 - i. ADA requirements on websites, and making websites accessible
 - ii. CARES Grant
 - iii. Any more topic ideas can be sent to Kristy
- c. Registration
 - i. Registration and payment goes through Eventbrite rather than AGA site
 - ii. Currently the registration page asks for name, email, payment method, AGA ID, but does not specify a chapter
 - iii. This may be combined with Dallas and Oklahoma registration
 - iv. Per our agreement with Dallas and Oklahoma, we are not sharing profits and need to discuss who will check which chapter the registrations are for, and how they will send us our portion of the registration fees
- d. Payment
 - i. Registering through Eventbrite only allows payment through paypal or credit card, no checks
 1. We can accept checks and add their emails to send an invitation

- e. Membership Fees
 - i. Each chapter is charging different registration fees
 - 1. If a member uses a different chapter's link, they'll end up paying that chapter's rate, which does not include membership fees
 - ii. We may need to request Eventbrite add an option to select a chapter, so we can contact those that use the wrong link
 - iii. We will need a list of those who have paid before sending dues to national
 - iv. We will need to check if there is a fee being taking for electronic payments
- f. Student Attendees
 - i. There is a 250 limit on participants, which includes all chapters
 - ii. Any extra seats can be split between chapters to send to students
 - iii. We will not know how many extra we have until March 22nd

V. Financials

- a. Renee will send by email and we can vote next meeting

VI. Adjournment

Meeting adjourned at 1:00 pm by Nathan Ziegler