**CEC Meeting Minutes**

**October 21, 2021**

1. Call to Order

The meeting was called to order at 12:00 pm

1. Name of Attendees and Absentees

Attendee:

Teresa Allen, Tammy Beeman, Melody Ownby, Ashley Bartholomaus, Eric Biring, Jennifer Schatzer, Monica Robinson, Nathan Ziegler, Sarah Burrow

1. Virtual and live meetings
	1. What software do we have access to?
		1. Teams, Zoom, Conferences i/o, GoToWebinar
		2. We will need to consider the upfront costs, fees for payments, and automatic registrations
		3. How many hosts, and if we can have other presenters
		4. GoToWebinar is more costly, but offers everything we would need
			1. Allows for CPE polling questions
		5. Conferences i/o is more useful in person, but less so if we’re doing only virtual
2. Conference Fees and Costs
	1. Registration Fee of $80
		1. This covers $10 per CPE hour
	2. 25 Registrations would cover the cost of GoToWebinar
	3. We may need to lower cost, as there are currently may avenues for virtual CPE
	4. More individuals may have gotten all of their CPE for the year than usual
	5. Charge $50 for members, $75 for non members
	6. Allow registration closer to the meeting date, but encourage registrations by the Friday before as there are no meals to plan
3. Seminar Schedule and Attendees
	1. We can take a one-hour lunch break if virtual, from noon to 1pm
	2. Do we want to invite students to attend?
		1. We can have up to 25o attendees
		2. Send the offer to teachers to have their students sign up
		3. BAP and the accounting club have all their meetings for the year filled, but we can set up to sponsor a meeting in the spring
		4. Let the students attend for free
			1. If so, we will need to manually register them
4. Charitable Event
	1. Have a donation for Ozark food harvest for Thanksgiving
		1. May take paypal donations
5. Adjournment

Meeting adjourned at 12:45 pm