

**CEC Meeting Minutes**  
**December 16, 2020**

- I. Call to Order
  - The meeting was called to order at 12:05 pm by Tammy Beeman
  
- II. Name of Attendees and Absentees
  - Attendee:
    - Tammy Beeman, Sarah Burrows, Daphne Pevahouse, Melody Ownby, Ashley Bartholomaus, Renee Vines, Eric Biring
  
  - Absentees:
    - Nathan Ziegler, Greg Drake, Monica Robinson, Kristy Bork, Teresa Allen, Julie Ravenscraft, Jennifer Schatzer
  
- III. Approve Bylaws
  - Motion – Tammy
  - Second – Sarah
  - Motion Approved
  
- IV. Nominate a New NCC Representative
  - a. Recent chapter officers, including the president, can be a chapter representative
  
  - Nominate Nathan Zeigler – Tammy
  - Second – Sarah
  - Nomination Approved
  
- V. Approve November Meeting Minutes
  - Motion – Sarah
  - Second – Melody
  - Motion Approved
  
- VI. Approve November Financials
  - a. Vote to approve at next meeting
  
- VII. Online Storage
  - a. We will lose our current Dropbox access once Greg leaves
    - i. We may join the business version, google drive, or one drive
    - ii. Dropbox is \$12.50 a month for standard
  - b. Melody is adding meeting minutes and financials to the website
  
- VIII. New CEC roles
  - a. Need to open discussion of who will fill roles
  - b. Tammy will move to president
  - c. Sarah will stay as CCR
  - d. Any suggestions can be sent to Tammy or Nathan

IX. Charity Event

- a. Put an article in the newsletter asking for suggestions for charity events
  - i. This could open us up to new events throughout the Ozarks, as our current ones are mostly focused on Springfield
  - ii. Request emailed suggestions from members, and potentially allow a vote at future seminars

X. PDT

- a. Date
  - i. Springfield schools have spring break March 13<sup>th</sup>-21<sup>st</sup>
  - ii. Aim for Tuesdays or Thursdays the week before or after spring break, depending on what works best for speakers
- b. Virtual or In Person
  - i. If we do in person, one full day. If we go virtual, do two half days
  - ii. Focus on virtual due to travel restrictions
  - iii. We can continue to use GotoWebinar
  - iv. Gifts can potentially be mailed out before hand with an agenda
    - 1. We will need to assess costs of mailing gifts

XI. Adjournment

Meeting adjourned at 12:35 pm by Tammy Beeman

## Feb 23 21 CEC Meeting

Attnd: Ashley Bartholomaus, Kristy Bork, Daphne, Teresa Allen, MRobinson, Julie Ravenscraft, Renee Vines, Tammy Beeman, Sarah Burrows, Eric, Nathan

-Absent: Greg, Melody

-Start – 12:12

-Kristy – maybe speaker with Brown Smith Wallace? They take care of webinar tech

-Speaker ideas – send Kristy topic ideas as they come up

- ADA requirements on websites, making websites accessible

- CARES Grant/New round of same stuff (look up name)

-Storage

- Should everyone have their own email? High cost, could all use a shared one

- Just one would let us use free google drive

- who has recovery right now for account? Greg may have, or Brandy

- Sarah will go ahead and start setting up a google drive free account under a shared AGA account

- Organizing – Use same folders as before, duplicate it over

- Maybe a folder for each position?

- Also general folder for bylaws and other stuff like that

- Dropbox doesn't have as many options

- Sarah will set up with generic AGA Gmail, and then everyone will have it shared to their own emails

-Spring PDT – Membership fees

Spring Seminar

-Monica – Registration for spring seminar – Will need to log into goto webinar to see the registrations – Give renee and monica access

- Registration and Payment goes through GoToWebinar rather than through AGA site

- May be combined with Dallas and Oklahoma registration

- Askes for name, email, payment method, AGA ID number if applicable, does not specify which chapter

-Agreement with Dallas and Oklahoma, not sharing profits, need to discuss with Dallas of who will check who registered with which chapter, and they would send us our portion of the registration fees

-Is there an option for payment by check, or only through paypal and credit card? No, no options for checks.

-Can we collect funds ourselves and allow our own into the webinar?

-Yes, we can upload emails and send the invitation

-Payment to Eventbrite, not gotowebinar

-Should we go ahead and pay national? So that they do not get notices from national for dues

-Need a list of who has actually paid before sending to national

-CGFM due 31<sup>st</sup> of March, so need to send early

-How does info pull from Eventbrite? Will need to

-Need to make sure that our chapter members register through our link, Dallas link does not include their membership fees

-Need to get a form allowing people to pay by check, as some members would not want to pay by credit card

-Ask if Eventbrite can include a field for chapter, so we know what one they wanted to join, regardless of which chapter link they use

-If someone does use the wrong link, we can contact them and let them know.

-Check if there's going to be a fee taken out for electronic payments

-Potentially inviting students? Limit to number of participants (for all chapters), 250 total,

-Any extra can be split between chapters to send to students, so we won't know until March 22<sup>nd</sup> if they have those extra seats available

-how would students log in?

Seminar takes place 24<sup>th</sup> 1-4 & 25<sup>th</sup> 12-4

-Maybe have a quick meeting/email soon

-Financials w/renee – will send by email and we can vote on next meeting

Adj – 1:00 pm