

## EXECUTIVE COMMITTEE MEETING AGENDA

August 7, 2024

1:00 PM Central Time

Via Microsoft Teams

### Attendees:

- Catalina Weaver, FL – President
- Nara Sin, AZ – President-Elect
- ~~Niki Lambrou, TX – Secretary~~
- Michael Sestak, MO – Treasurer
- Dale Brockamp, IL – Past President
- Loren Woodin, WY – Past President
- Angela Lindgren, PA – At-large Member
- ~~James Rogers, AR – At-large Member~~

- I. Call to Order
- II. Roll Call of attendees
- III. Quorum Met
- IV. No changes to Agenda
- V. Review Meeting Minutes tabled since secretary is not present
- VI. President's reported on completion of August Newsletter
- ~~VII. Secretary report~~
- VIII. Treasurer's report: Dale asked clarification on charge from hotel. It was a deposit for the minimum amount to guarantee the use of the conference room. Does not include individual accommodations. Dale moved to approve report. Nara second. 5 votes in favor. 0 votes against. Report approved.
- IX. Committee Updates:
  - a. Bylaws-Dale Brockamp-No changes.
  - b. Awards-Lorin Woodin-No application received yet.
  - c. History-Loren Woodin-No changes.
  - d. ~~Membership~~-James Rogers-James not present.
  - e. Program/Conference-Nara Sin:
    - i. 11 Abstracts received. Need 5 more.
    - ii. Sponsors: 2 sponsors currently.
    - iii. Exhibitors: none yet.
    - iv. Conference Agenda & Schedule of Activities Nara will send update to Autumn for website.
  - f. Past Presidents-Loren Woodin-Nothing to report.
  - g. Scholarship-Mike Sestak: Check was sent to recipient July 23. Will check that it was received by next week.
  - h. Communications-Angela Lindgren-Nothing to report.
  - i. Operations Manual-Dale Brockamp-No changes.

- j. Nominating-Dale Brockamp-No changes.
  - k. Time and Place-Michael Sestak-Dale indicated that Illinois will be willing to host the 2025 Conference in Carbondale.
- X. New Business: None.
- XI. Action Items:
- Dale will review Operations Manual and Bylaws to recommend changes at next Executive Committee Meeting.
  - Angela will review website prior to each Executive Committee Meeting and bring up issues to be addressed by Meetings Northwest.
  - Catalina will ask Autumn to remind people of deadlines for early registration, hotel, etc.
  - Catalina will revise meeting minutes to clarify that area attractions are not as part of conference.
- XII. Future Meeting Dates: 4<sup>th</sup> Wednesday, every 2 months at 1:00 PM Central Time:
- August 21, 2024
  - September 25, 2024
  - Additional meetings as required nearing the conference
- XIII. Adjournment
- Nara moved to adjourn. Loren second. 5 votes in favor. 0 votes against. Meeting adjourned at 1:21 pm Central time.