



Advisory Committee Members:

Tabitha Laser Magdy Akladios
 Krystle Hodge
 Jeron Quincy
 Dustin Hickey

Prepared and Submitted by: Krystle Hodge

ExCom Chaptering Session Minutes

Agenda Items	Presenter	Time (am)
Review August Meeting Minutes /Calendar Review	All	10:05
New Business	All	
Holiday Social		
Adjourn	All	11:00

Business
<p>Review of August Meeting Minutes</p> <ul style="list-style-type: none"> • Tabitha will order ExCom ASSP shirts • Tabitha to confirm Executive Panel for October Meeting • Tabitha and James to identify Election Committee • James will follow up on recording Chapter Meetings through Facebook • James will get speaker gifts (ASSP & AIHA logos) for October Chapter Meeting • James to follow up with Jessica on purchasing Chapter storage • Krystle to help energize BISE and Tabitha to coordinate with WISE leaders • Jeron to help create Shooting Fundraiser Event to raise funds for the Chapter; Tabitha to reach out to other chapters who have held similar event • Jeron to assist in coordinating Vendor Night <p>New Business</p> <ul style="list-style-type: none"> • Need to vote to move Newsletter to Quarterly • Need to vote for \$600 for WISE social <p>Holiday Social:</p> <ul style="list-style-type: none"> • Jessica: Need to confirm D&B location and time • Scott: Include in newsletter and develop a flier for the event • Advertise event via social media
Action Items
<p>Action Items:</p> <ol style="list-style-type: none"> 1. Shooting Fundraiser: Jeron to help create Shooting Fundraiser Event to raise funds for the Chapter; Tabitha to reach out to other chapters who have held similar event.



2. Corporate sponsorship – **Jeron** leading efforts and has 8 people who have volunteered to help with the committee.
3. Vendor Night: **Jeron** to assist in coordinating Vendor Night/Day
4. Shirts (The new ExCom shirts will be a green long sleeve button up/golf shirt (choice) - \$600): **Tabitha** to get sizes and then will order the shirts.
5. **Tabitha and James** to identify election committee
6. **James** will follow up on recording Chapter Meetings through Facebook
7. **James** to follow up with Jessica on purchasing Chapter storage
8. **Krystle** to help energize BISE
9. **Scott**: Include in newsletter and develop a flier for the event.
10. **All** Advertise event via social media.
11. **James** to get new ExCom “ASSP” ID badges.
12. Send out personal emails

Complete Action Items:

13. **Tabitha** to confirm Executive Panel for October Meeting - Complete
14. **Tabitha** to coordinate with WISE leaders – Complete/ongoing
15. Submitted packet for CEUs to the 1st 3. – Complete
16. **James** will get speaker gifts (ASSP & AIHA logos) for October Chapter Meeting – Complete
17. **Jessica**: Need to confirm D&B location and time – Complete
18. **Jovan/Krystle**: Post info for next week’s meeting on Social Media (OUTLOOK)

Next meeting: November 29, 2018