***Wi-ATSA Minutes***

5/14/2019

President Sharon Kelley, Treasurer Jake Schuldies, Secretary Carolyn Pierre, Valerie Gonsalves, Lorrie Burns, Michael Caldwell; Nicole Eul

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| **Issue** | **Discussion** | **Action/Decision** | **Person Assigned** |
| Fall Forum | * Meeting next week * Lorrie has breakdown of deadlines related to venue | * Have save the date promo to send to spring conference registrants | * Fall Forum committee |
| June Conference | * Breakfast discussion * Presenter slides * How much space is available? * Coffee $25 per gallon (20 cups) * What beverages? * Snacks * Lunch * Send registration confirmation * Handouts * Evaluations | * Valerie will order a variety of breakfast items and snacks for approximately 120 people * Slides due a week before conference * Call Brassworks to confirm capacity * Order ice tea and lemonade for lunch * Afternoon snacks: Cookies, brownies * Lunch: fajitas; deli wraps (3 options) * Food total will be about $6000 * No printing, other than evals and certificates in order to conserve paper and costs | * Carolyn will format evals * Sharon will print evals * Jake will make name tags and certificates * Sharon will communicate slide deadline to speakers * Jake will post slides to website * Valerie will confirm capacity and order food |
| Elections and Bylaws |  | * Send email the Thursday after the spring conference * Sharon is willing to run for President again * Need to change bylaws; review ATSA template * Create committee for amending bylaws * Need succession plan; expand to more volunteers – way of showing interest and willingness to contribute * Add requirement to be an ATSA member | Sharon, Michael, Nicole and Tiffany will meet before July meeting to suggest changes to bylaws |
| ATSA Chapter discounts | * Sharon proposing rewarding for those who put forth effort into WiATSA for scholarship to national ATSA conference – promotes incentive and education * Possibly enough for two people to go every year | * Sharon will put out survey monkey to nominate two people who have contributed the most in the last year * If win and decline it, it will go to the next highest nominated person * Stipend will cover registration for the conference (Thurs-Sat) $360 * Need to show proof of registration | Sharon |
| Next meeting: TBD |  |  |  |

