***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
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| 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
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| 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 |  |  |  |

