***Wi-ATSA Agenda***

5/11/2020

President Sharon Kelley, Treasurer Jake Schuldies, Secretary Carolyn Pierre, Valerie Gonsalves, Lorrie Burns, David Thornton, Amy Karn, Rachel Kahn, Jon Dickey, Nicole Eul, Lindsay Wert, Leslie Barfknecht

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| **Issue** | **Discussion** | **Action/Decision** | **Person Assigned** |
| June Conference | * Registration update * 60 registrants total, 32 paid registrants, $3400 income * Still waiting for payment from SRSTC * Discussion of contract with Windsor * How many registrants are from outside of Wisconsin? A slight majority from Wisconsin, but many other areas represented as well, including Canada. * If this is successful, would we consider attaching the webinar to future in-person conferences? ATSA records some of their sessions and makes them available after the conference. Need to find ways to navigate question/answers to offer CEs. * Dan Knoepfler asking to give a scholarship. How to give the scholarship? * ATSA wants us to have a Zoom dress rehearsal on May 22 at 1:00pm. All presenters are on board with the presentation. * We have asked the presenters to send the pdf of their powerpoints. * How will we do evaluations? ATSA uses a costly program. * Need list of announcements for Sharon to reference | * Wait for Windsor to inform us of their plan, given large gatherings will not be allowable June 11-12 * Ask Dan Knoepfler to pick someone. If he does not have anyone in mind, WiATSA will choose someone. * Put PPT slides online and put a link in the chat on Zoom * Use Survey Monkey to create speaker and conference evals and send link in the chat at the end of each session * Create list of announcements in Dropbox including WiATSA membership, Annual Meeting, evaluations and PPTs available on website and chat | Valerie  Sharon  Jake  Valerie  Carolyn |
| June Board Election | Election Buddy costs $20  10 candidates with 15 spaces available on the bylaws  WiATSA electing 10 Board members. 10 candidates with the most votes will be elected. | Purchase Election Buddy and format Board election to go live with at 5:00 on June 11th.  Add write-in option | Jake |
| Annual Meeting | Need agenda  Raffle – already advertised to award two $50 gift certificates to two individual who attend the annual meeting | Create agenda, including re-cap of past year  Send gift certificates via email after annual meeting. | Carolyn  Jake |
| Next Meeting: | July 13, 2020 at 6:15pm to de-brief from conference and skip August meeting |  |  |

