**Invitees/Attendees**:

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| ☒ Lauren Gray | ☒ Debbie Heard | ☒ Matthew Nunemaker  | ☒ Elizabeth Weeks  |  Chris Hemmen  |

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| **TOPIC** | **FACILITATOR** | **NOTES** |
| Check on past action items | Lauren Gray | * Speakers names & confirmation
	+ CH - Paul Aylin
	+ DH/MN - Cheryl Hertel confirmed
	+ EW - Carolyn Harmon confirmed
 |
|  |  | * Social media account access (Christie & Angee)
	+ LG emailed Angee on 6/24
 |
|  |  | * CE paperwork - pending for next time
	+ did request CE req’mt info from C. Harmon
 |
|  |  | * flyer
	+ DH has updated the flyer - 4th Annual, new date, times, etc.
	+ Will bring revisions next time on Teams meeting
 |
|  |  | * Pursue majority vote to spend on Zoom vote - Christie or Shirley
 |
| Construct plan (What by When) | Lauren Gray | * Publicity
	+ Need someone to head this up - Debbie & Matthew
* Enrollment
	+ Chris looked into cost & payment - will compare with other places to see how much CEs go for and do pricing next week
		- $30 for 3 hours. Payment is flat rate for all participants
* CE - EW will work on paperwork
* Presentation technology
	+ Zoom account - EW sent info last week. Need majority of Board to approve the expense. We currently have 2 of 4 Board members as yes votes.
 |
| Sessions  |  | Names? Need to track that down == by 7/1/20Times: 8:30 - noon --8:15 Welcome 8:30 - 9:309:30 - 9:45 sponsor 9:45 - 10:45, 10:45-11:00 sponsor 11:00-12:0012:00-12:15 closer |
| Sponsors |  | Any ideas about who might sponsor? |
| Next meeting |  |  |

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| **ACTION ITEM** | **RESPONSIBLE PARTY** | **DUE DATE** |
| Sponsors | EW |  |
| Assist with CE paperwork | CH, DH/MN |  |
| Social media access | LG |  |
| Publicity postings | DH/MN |  |
| Payment info (cost of Zoom technology) | LG |  |
|  |  |  |