**Invitees/Attendees**:

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| ☒ Lauren Gray | ☒ Cherie Rourke | ☐ Debbie Heard  | ☐ Matthew Nunemaker |  ☒ Janna Thomason  |
| ☐ Jamie Wolf | ☐ Rhonda Spellmeier | ☐☒ |  |  |

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| **TOPIC** |  | **NOTES** |
| Action items | Lauren  | * LG to update website with new date (by 7/14)
* LG & JW to work together to set up the Zoom (by 8/31)
* All to send / bring speaker suggestions (by 7/14)
* JT CE check with NKCH (by 7/14) (see agenda item)
 |
| Format |  | Half day 3 speakers 🡪 4 hours (greeting, 3 sessions, breaks, closing) |
| CE update | Janna | Mary Davis – NKCH Addition to planning committeeAll speaker paperwork needs to be in by 8/27 🡪 flyer final and CEs approved by 9/3 🡪 open registration on 9/10 |
| Review of speakers/topics ideas |  | TopicsLaVerne Manos – Informatics topicsOperation Safe (mass vax clinic): Michelle LaneOne Tough Cookie: Janna? & ??? |
| Nonprofit spotlight |  | Who? Care Beyond the Boulevard – Cherie  COVID-19 relief & recovery Heart to Heart International – Cherie  |
| September opening on schedule |  | Adding networking event for 9/9/21 Cocktails in the Crossroads venue tbd* Nimble Brewing
* City Barrel
 |
| Publicity / marketing |  | Save the dates:* 8 wk (8/13)
* 6 wk (8/27)
* 4 wk (9/10)

Registration opens – announcement* 4 wk (9/10)
* 2 wk (9/24)
* 1 wk (10/1)

Promoting speakers/sessionsVenues – Social media, chapter website, ANIA Connect, others?  |
| Cross promotion |  | Work with other organizations (HIMSS chapters, etc) to promote our event Send invites for events from our social media accounts |
| Next meeting |  | 7/28/2021 |

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| **ACTION ITEM** | **RESPONSIBLE PARTY** | **DUE DATE** |
| Set up Zoom  | Lauren & Jamie | 8/31 |
| Invite speakers | Cherie & Janna | 7/28 |
| Invite nonprofit presenters | Cherie | 9/1Check in on 7/28 |
| Start flyer | Lauren | 7/28 |
| Update chapter website w/September event | Lauren | 7/28 |