**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 committee  All 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 |  | Topics  LaVerne Manos – Informatics topics  Operation Safe (mass vax clinic): Michelle Lane  One 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/sessions  Venues – 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 | 9/1  Check in on 7/28 |
| Start flyer | Lauren | 7/28 |
| Update chapter website w/September event | Lauren | 7/28 |