DFW ANIA CHAPTER
Meeting Minutes

Meeting Date: 10/3/2017 7:30 AM
Location: Skype Meeting
Link to Outlook Item: click here
Invitation Message
Participants
- Nelson, Tanna (Meeting Organizer)
- Montgomery, Donna C. (Accepted in Outlook)
- DeBoever, Donna
- Carpenter, D'andre
- Gulker, Lisa
- Norris, Jeffrey S. (Accepted in Outlook)
- Padden, Joni
- Mari Tietze (mtietze@twu.edu) (mtietze@twu.edu) (mtietze@twu.edu) (Accepted in Outlook)

Notes
- Welcome and approval of minutes
- September 20 Webinar Debrief (All)
  - Total attendees - 54
  - Lessons Learned/Mitigation Plans for Issues
    - The ‘non-muters’ are an issue - there may be a way to mute as default for attendees. Jeff
    - Practice session mode - Jeff
    - Others? - feedback from the community. The webinar was well received with good comments from the community
- Meetings for 2018
  - Monthly Schedule – continue the first Tuesday of the month at 7:30
  - Outreach and Inclusion: Ask for organizational volunteers to host Face-to-Face or Webinar meeting
    - Improved Engagement: Highlights that specific organization’s accomplishments and staff (as approved by the Board)
    - Cost Effectiveness: Locations set up by that organization to accommodate 100 attendees or more
  - Sign-ups offered at conference (see Donna D) then via email or personal invite
  - Slots not taken by volunteers can be filled with locations and content suggested by the Board members
- Conference Planning
  - Registrants: 134
  - Agenda Form - needs to be able to print, brochure would suffice - post on website
  - Rolling slides - Lisa - start with last year’s slides - send to Lisa, needs Joe’s email.
  - Evaluation Forms to be completed by Jeff
  - Goodies - Donna D to bring
  - Presentations - dimensions of the posters should be up to 27x30. And firm poster boards and a printed abstract to hand out - Get letter from Dorothy for reminder presentations
• Badges – Dorothy/Tanna/Kelly (Donna M’s AA)
• Upcoming Meetings – November 7 at 7:30am virtual
• Round Table -
  • Donna M patient engagement panel on 10/26 at GWL - Touch base 1 week before.
  • Jeff - none
  • Mari - What's in it for me? That would promote signups for the Chapter meetings/Webinars - spot on website? Special acknowledgements at the next conference? BH participation.

Academic materials table