

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