**Invitees/Attendees**:

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

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| **TOPIC** | **FACILITATOR** | **NOTES** |
| Speakers | Lauren Gray | * Paul Aylin   + Chris is following up. If no response in 1 week, will move to alternate (CMH Occ Health RN) * Cheryl Hertel   + Confirmed   + Need to get CE paperwork to EW * Carolyn Harmon   + Confirmed. Paperwork is ready |
| Marketing & Promotion |  | * Social media account access   + Angee sent info   + Made Debbie Admin on Facebook – DH will send Admin to LG * Debbie has posted a Save the Date on FB. Will post again from chapter account at least at 6 weeks (8/14), and then again at 4 weeks (8/28), when we open for registration |
|  |  | Flyer reviewed   * Need to check to see if Christie wants to emcee the event (opening, intros) * Will update with the names of sponsors once we get those confirmed |
| CE |  | EW will continue to help get these filed   * Need speaker info asap in order to distribute the flyer   + Agreed that we will have the speakers’ basics turned in to EW by 7/29 (2 weeks from today) |
| Technology |  | * We got chapter board approval to spend on the Zoom account * Elizabeth will facilitate that purchase when we get to that point. |
| Sponsors |  | Looking at charities to provide them a platform during the breaks   * First Hand Foundation * Kansas City Free Eye Clinic   + Birju confirmed |
| Next meeting |  | 8/3/20 @ 5:00 via Teams |

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| **ACTION ITEM** | **RESPONSIBLE PARTY** | **DUE DATE** |
| Get speaker’s basics for CE turned in to EW: Cheryl Hertel | Debbie Heard | 7/29/20 |
| Get speaker’s basics for CE turned in to EW: Paul Aylin (or sub) | Chris Hemmen | 7/29/20 |
| Confirm with Christie about emcee of Symposium | Lauren Gray | 7/17/20 |
| Contact First Hand Foundation re: sponsorship | Debbie Heard/Matthew Nunemaker | 8/3/20 |
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