**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.
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| 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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