**Invitees/Attendees**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [x]  Lauren Gray | [x]  Debbie Heard | [x] Matthew Nunemaker  | [x] Elizabeth Weeks  |  [ ]  Chris Hemmen  |
|[ ] [ ] [ ] [ ] [ ]

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| **TOPIC** | **FACILITATOR** | **NOTES** |
| Old Business |  | * Get Cheryl Hertel speaker’s basics for CE turned in to EW: Debbie
* Get Paul Aylin speaker’s basics for CE turned in to EW: Chris
* Confirm with Christie about emcee of Symposium: Lauren
 |
| Speakers  | Lauren Gray | * Paul Aylin
	+ Confirmed
	+ Chris still needs to get paperwork in by 8/5/20.
* Cheryl Hertel
	+ Confirmed: Paperwork complete
* Carolyn Harmon
	+ Confirmed. Paperwork is ready
* EW just waiting on the CE person to be back in the office to turn this in for all 3 speakers
 |
| Marketing & Promotion |  | * Save the Date on FB. Post again from chapter account
	+ at 6 weeks (8/14)
	+ at 4 weeks (8/28)
		- this is when we open for registration
* In between the Save the Date posts, post some info on our scheduled speakers
* What other social media? LinkedIn?
	+ LinkedIn crossposting
	+ We need to put this as an event on our chapter site – this will put it on the National calendar
	+ ANIA Connect as a discussion & then periodically bump it up
 |
|  |  | * Final flyer review
	+ emcee (opening, intros): LG
	+ Need title of Paul Aylin’s talk
	+ Need to update links
	+ Can include in the social media posts once we get final ok from cmte
	+ Need a copy of this to send in w CE paperwork
 |
| CE |  | * EW will continue to help get these filed
	+ Need speaker info asap in order to distribute the flyer
 |
| Technology |  | * Elizabeth will facilitate that purchase when we get to that point (around 8/14/20)
 |
| Sponsors |  | Looking at charities to provide them a platform during the breaks* First Hand Foundation
	+ Confirmed
	+ DH & MN meeting on 8/5 to determine content & times
* Kansas City Free Eye Clinic
	+ Confirmed
 |
| Next meeting |  | 8/19/20 @ 5pm |

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| **ACTION ITEM** | **RESPONSIBLE PARTY** | **DUE DATE** |
| Send social media info to DH & MN | LG | 8/4 |
| Paul Aylin details: speaker profile, COI, title of session | CH | 8/7 |
| Figure out the Facebook page admin thing | DH (with help from the rest prn) | 8/7 |
| Create event on chapter website | LG | 8/7 |
| Post Save the Date on Facebook | MN | 8/14 |
| Promote on ANIA Connect as a discussion | DH & MN | 8/28 |
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