**Invitees/Attendees**:

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| Lauren Gray | Debbie Heard | Matthew Nunemaker | 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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