

## Executive Committee Meeting Minutes

Date: 06/11/2022

Time: 9:00 AM – 10:30 AM

Location: Zoom

Attendees: Denisia Popolan-Vaida, Van Quach, Nicole Lapeyrouse, Darlene Slattery, Michel Johnson, Mohammed Muzammil Nishar Ahmed, DK Weerasinghe, Laura Sessions

- Approve May 2022 Minutes
  - Minutes from May 14, 2022 of the ACS Orlando Section Executive Committee meeting approved – with one correction (**Financial information - Redacted**). This correction was already reflected in the last email from Nicole.
- Updates from Executive Committee's members
  - Councilor – Darlene states ACS CEO retiring, search for new CEO begins.
  - Treasurer – Van states no updates.
  - Chair –
    - Summer Social event:
      - Denisia has been working on RSVPs for recognizing senior members at the Summer Social event with an email invite. Van had mailed out invites too.
      - She only heard back from three 50-/60-year members so far with only one confirmation of attendance; she has not been able to reach him to get more information.
      - She suggests one more email contact to make sure that they did not miss the email and letter notification.
    - Leadership Institute 2022:
      - Nicole and Denisia attended Leadership Institute in person. Denisia expresses gratitude to the executive committee for encouraging in-person attendance. It was good to meet so many other section leaders in person and learn about the ACS.
- **New Business**
  - Travel reimbursement policy – Should members be reimbursed for official section business? e.g., driving around to give certificates to teachers for poetry contest
    - Discussion:
      - Requires that the members track mileage and submit for reimbursement.

- Make sure that it is necessary travel. Volunteering for an event does not count as official business since it is voluntary.
- Darlene makes a motion: We reimburse mileage that is approved for carrying out required business activities for the section. Approved unanimously.
- Communication policy – Duy has sent language to Denisia suggesting that we have a procedure for person requesting communications from the section.

**Any post needs to be approved by X members of executive committee via email before posting**

For example, someone wants to post something on website, he/she needs to start a draft (word file with text and photo). It is then circulated via email among us for editing. As soon as we receive approval from X members (something like **look good to me, approved**), the chair needs to inform us the content is good for posting (Duy or someone will post it)

- Discussion:
  - A communication was sent out before confirmed.
  - It will be time-consuming to go through an SOP/approval process.
  - This is the first time that we have had an issue like this.
  - In the past, the webmaster has mentioned that he needs complete announcements for posting since it takes a lot of time to draft especially not knowing all the details.
  - Michel will circle back with Duy and Laura to identify the specific problem an SOP aims to resolve and discuss if an SOP is the only practical solution.
- Chris – SERMACS: not present.
  - Discussion:
    - Many concerns about not having venue, and not having local people to lead. The responsibility lies with the Orlando Section. We may let SERMACS know if we decide to cancel.
    - Denisia believes that Chris is working on venue but has not had confirmation.
    - Darlene has spoken with Mike Hampton. He has served as chair for this event in the past. Agrees that we need to get going on planning.
    - Speculation about two local faculty who would be good chairs or advisors for the work.
    - Important that chair can delegate work and create a good work flow/plan. Michel is willing to help with the organization of a work plan.
    - Darlene will ask Chris Chouinard for an update and to forward all info to her.
    - Denisia will contact the faculty members mentioned to ask to serve as co-chair with Chris, and to serve as an advisor.
    - There is lot of support on the committee to do the work.

- Summer Social Event update (June 25th):
  - Another reminder was sent to members on Friday.
  - 19 people registered + 1 senior member and guest.
  - Darlene has had to work with a new coordinator at the restaurant every time.
    - Initially told 42 guests in the room, but with screen/projector can only have 30 guests. Table for apps, but not room to mingle.
    - We also need a registration table.
    - Nicole has her own A/V equipment, can set up in 20 mins.
    - Concern about low attendance. Maybe we will not miss 12 seats to allow for A/V.
    - Denisia will send last call on Wed.
    - Need to send final RSVP to restaurant on Fri. Laura will check with speaker to know if she absolutely needs A/V. Will make decision about appetizers and A/V last minute depending on responses.
    - Laura will make name tags and one-page program.
    - Program: Denisia will be hostess/master of ceremonies, Nicole will speak on WCC ~ 5 mins, Laura will introduce speaker. Speaker ~ 15 mins. Darlene will intro the senior member if he attends.
- YCC update – Mill has left, Update next meeting as he’s not responding
- Other business:
  - Having link in agenda caused problems, Darlene requests email sent containing link.
  - Time to discuss elections: Nicole has agreed to serve as Nominating Chair. She will ask Mike Hampton to serve as teller again. All positions up for election except Alternate Councilor that serves for 3 years.
- Next meeting: July 9th, 2022 from 9:00 AM - 10:30 AM
- Meeting adjourned 10:40AM.