| **Date & time:** | July 12, 2021 at 15:30 ADT |
| --- | --- |
| **Location:** | Zoom Conference Call |
| **Minutes prepared by:** | Andrea Rivera |

| Agenda |
| --- |
| 1. Welcome (Call to Order)
2. Review of Previous Minutes
	1. Approval or edits
	2. Actions taken since previous meeting
	3. Progress of assignment
	4. Outstanding assignments/projects
	5. Items to be completed
3. Reports and operational matters
4. New Business:
	1. Introduce new items
		1. Survey results
		2. Next steps
5. Other Business
6. Round table evaluation
7. Adjournment
 |
| Attendance at Meeting |
| *Name* | *Organization* | *Name* | *Organization* |
| ***ATTENDED*** |
| Linda Rombough | *Past- President* | Monica Verbosky | *President* |
| Andrea Rivera | *Secretary* | Dawn Schell | *Treasurer* |
| Sherry Law | *Director at Large* | Nick Clark | *Director at Large* |
|  Michele Mani | *Director at Large* | Constance Lynn Hummel | *Director at Large* |
| ***REGRETS*** |
|  |  | Lawrence Murphy | *Director at Large* |
|  |  | Elise Meertens | *Director of Communications* |
|   |  |   |   |
| Meeting Notes, Decisions, Issues |
| 1. Welcome (Call to Order)
	* Approval of agenda. Approved
2. Review of Previous Minutes
	* Approval May 2021 minutes
	* Motioned by Andrea and Second by Dawn
3. New Business:
	* Introduce new items
		+ Survey on direction of TISC results so far
			- Networking being one of the most evident responses.
			- Possibility to move from monthly meetings to meeting every other month
			- Supporting others members of CCPA via education
			- Presenting Webinars
				* Recordings of webinars seem to be the best method for interaction with members in the past
				* Ideas for the future:

Provide small seminars to provide space for frequency (sizable chunks)Provide outlet for people to ask questions outside of recorded sessionsProviding call outs for questions prior to making the webinar.Checking possible analytics within the website to understand what members are interested in. * + - Next steps
			* Survey for Idea log for webinars
			* Monica meeting with CCPA Liaison in order to ask questions gathered for advertisement purposes and online webinar delivery
1. Other Business
	* Newsletter to continue be release quarterly
	* For future to revisit:
		+ Allowing Advertisement on in Email membership list or newsletter
			- Notice that if agreed for advertisements to create appropriate guidelines
2. Financial Report
	* Bank Account - Current balance - $3474.45
3. Round table evaluation
	* Decision on Next meetings
		+ Every second Monday of every other month.
	* Add for agenda for future meeting
		+ Discussion of Social Media interactions
4. Adjournment
 |
| Action Items |
| *No* | *Action* | *Assigned to* | *Due Date* | *Status* |
| 1 |  |  |   |  |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| Records of Decision |
| *No.* | *Record of Decision* | *Date* |
| 1 |  |  |
| 2 |   |   |
| 3 |   |   |
| Next Meeting |
| 09/13/2021 | 15:30 ADT | Zoom Conference Call |  (Every second Monday every other month) |
|  |  |  |  |  |  |  |  |  |  |  |  |