

ACHA Meeting Minutes

January 21st, 2018

I) Call to Order

A) Meeting called to order by President Mattie Willard at 7:02 pm CST

II) In attendance: Pam Mitcham, Crystal Smith, Mattie Willard, Emma Coffman, Amy Kowalski, Rachel Parrish, Taylor Bruce, Zachary Wilson

III) Meeting Minutes

A) Available for review in Secretary's folder in Google Drive

IV) Officer Reports

A) President

i) Convention Updates

ii) A&M officers are working on finalizing event bookings, etc.

iii) Hotels pricing has been steep (due to another event on the same weekend)

(a) Individual chapters are free to book their own hotels for prices they can afford

iv) WVU registration forms have been received; currently waiting on other chapters

(a) Mattie can send a confirmation email to other chapters as she receives other registration forms

B) Vice President

i) Jacket order money can be paid at convention; cash or check is acceptable

ii) Texas A&M to gather info on their department paying for shipping cost of jackets to the officers

C) Treasurer

i) Ending Balance: \$54,659.83

ii) November and December statements available in Treasurer Folder

D) Secretary

E) Director of Communications

i) T-shirt designs can still be accepted; Taylor will create an additional post on social media to remind everyone about the contest and the submission deadline

F) Representative

V) New Business

A) Assign roles for convention prep (to be completed by meeting on Feb 18th)

i) Amy: Develop written treasurer's report for April 1, 2017-Feb 28, 2018 (work with Dr. Mitcham)

ii) Rachel: Develop detailed agendas for Friday Business Meeting and Sunday Delegate Meeting (completed and sent to Crystal Smith for review; final drafts will be forwarded to Mattie)

iii) Taylor: Develop banquet agenda for Sunday Breakfast Banquet (work with Dr. Smith)

B) Decide on Host Gift for Dr. Vogelsang and Dr. Huseman and budget (work with Dr. Mitcham)

i) Approximately \$100 budget; A&M officers to investigate a specific gift idea

C) Decide on Host Gift for Texas A&M chapter and budget (work with Dr. Mitcham)

i) A&M officers to investigate specific gift ideas and propose a budget

D) Assign additional duties at Convention

i) Emma and Taylor: Take pics, manage social media, and develop slide show for Sunday morning banquet; ***if any other officer take pictures, upload them to the appropriate file on the Google Drive***

ii) Emma and Taylor: Come up with a hashtag for chapters to use when posting pics on social media

iii) Zachary and Emma: Pick superlatives and create the certificates for Sunday morning banquet

VI) Announcements

A) Dr. Smith and Dr. Mitcham will have awards ready for scholarship winners to present at convention

B) Dr. Mitcham will have the budget spreadsheet from last year in 2017 Convention Folder

VII) Next Meeting

A) February 18th at 7pm CST

VIII) Adjournment

A) Meeting adjourned at 7:47 pm CST