

MEETING MINUTES
December 21, 2017 Skype Meeting
8 p.m.



- I. Call To Order & Roll Call: Sara, Kat, Sheila, Scott, Libby, Shane, Michele = Present. Kelly = absent.
- II. Secretary's Report
 - a. The minutes of the previous membership meeting were sent to members prior to this meeting. Are there any corrections to the minutes? **Added a title and date, no content updated.**
 - b. It is recommended that the membership approve these minutes. **Kat moved to accept the minutes, Shane seconded. Minutes approved.**
- III. Old Business
 - a. Google Doc
 - i. Libby and Shane PLEASE ACKNOWLEDGE Path: Google Drive: Shared With Me: BPA Executive Documents Folder: BPA Tasks 2017-2018 **Shane and Libby will get done by tomorrow.**
 - b. Pin order forms: **the completed forms were shown and all the officers liked the forms.**
- IV. New Business
 - a. Deciding on jobs for the stewards: **we would like to have 1 for a runner for items needed if available.**
 - b. 1/3/17 Finalization
 - i. **Leaving from RL at 8am; picking up Scott, Courtney, Ollie, Libby, Kelly, Brooke, Shane be at NTC by 11AM. Bring questions to**
 - ii. **Storage Space-Michele will check on this and confirm, she has asked and Dianne said it shouldn't be a problem.**
 - c. TAP fair booth ideas Google Doc
 - d. Pin Sales formatting – **Question Shane Done from above.**
 - e. Courtney's email: **Made sure everyone looked at and read and responded to Courtney.**
- V. Announcements
 - a. Next Meeting: 12/28/17
 - b. REMINDERS:
 - i. Articles are due January 1, 2017 to Kat. Reminder.
 - ii. **Kat needs help on the General Session Script.**
 - iii. Slides are due December 28, 2017: we will give help with these. Reminder.
 - iv. **Going over to Blue Jeans instead of Skype for Officer's Meeting next week to test out.**
- VI. Other Agenda Items: none heard.
- VII. Adjournment

Kat moved to adjourn, Shane seconded: motion carried.