

# Southwest Chapter

## Executive Committee Meeting Agenda

Monday, November 06, 2023

4:00 pm via Zoom



### Attendees

*Present:* Shameka Lewis (President), Jose Valdez (Vice President), Lenna Kennedy (Treasurer), Kelsey Griffith (Secretary), Luis Chacon (Student Section Liaison), Andy Blackmon (Delegate), Dusty Cotter (Delegate), Abby Holovach (Past President/VP - Communications)

*Absent:* Montral Walker (VP – Member Services), Jeff Hays (VP – Professional Development), Randall Armstrong (Delegate)

**Call to Order** – Jose Valdez (on behalf of Shameka Lewis), 4:06 pm

### Old Business

- October 2023 Monthly Financial Reports – Lenna Kennedy
  - Discussed charges on Shameka’s card – she purchased a meal for the students who attended the student professional development opportunity
  - Kelsey Griffith motioned to approve the financial report. Andy Blackmon seconded. All in favor. None opposed.

### New Business

- Need to approve the final budget; need a copy for the meeting
  - Members discussed adding a budget line item for a service like Textedly to engage members, including pros and cons
  - Kelsey Griffith motioned to approve adding the budget line item. Jose Valdez seconded. All in favor. None opposed.
  - Kelsey Griffith motioned to approve the final budget. Jose Valdez seconded. All in favor. None opposed.
  - Lenna Kennedy will send out a copy of the final budget to the EC
- Holiday event ideas? Join with Fort Worth Chapter like last year?
  - EC in favor of touching base with Fort Worth chapter and joining with them. Abby will email Jeanne and Kelly.
- Any other event ideas? Tours, volunteer activities, etc.?
- Advisory Committee Reports, if applicable – Dusty/Andy/Randy
  - No reports at this time
- Student Section Updates – Luis
  - There are 12 mentees signed up this semester, things are going well!
- Ponder Chapter SPY Award for 2023 – Need to have our SPY selected and officially voted on in December; notify award-winner on the DL; announce officially at PDC
  - Think about who to nominate
- Quarterly Technical Meetings – Abby Holovach
  - November meeting
    - Rick Faletti presenting
    - No sponsor at this time
    - Food order placed and pending; be sure it is for about a dozen people to cut down on cost and volume of food left over

- Caterer not available; Abby will bring finger foods
- Who can be there from the EC?
  - Abby, Jose
- Need speakers and sponsors for February 2024 and May 2024 meetings
  - Renee Witherspoon speaker suggestions for February quarterly technical meeting – Hallam ICS – someone needs to reach out to him b/c apparently he thought he was the November speaker; need to invite for February, possibly? Ralph Parrett ([rparrett@hallam-ics.com](mailto:rparrett@hallam-ics.com)) to speak on Electrical Safety Audits).
    - Abby to follow up about Ralph speaking at February's meeting
- Need to decide on how to send after-meeting survey
- PDC Status – Jeff Hays
  - Ensure everyone is on-track with their assigned PDC duties, as listed out by Greg after the last PDC call (see screenshot below)
  - Next PDC call is on Wednesday, November 15<sup>th</sup>
  - Need calendar invite & agenda
  - Combine PDC with Fort Worth, start inviting the FW Chapter president to PDC call if team agrees
- Ensure everyone is on-track with their assigned PDC duties, as listed out by Greg after the last PDC call (see screenshot below)

**1) Next Meeting - November 8th, 4pm - Jeff** to send out calendar invitation and meeting link

**2) Fort Worth Chapter - Jeff** to invite Jeanne Rannells ([Jeanne.N.Rannells@questdiagnostics.com](mailto:Jeanne.N.Rannells@questdiagnostics.com)) and Zack Vann ([zvann@reachwireline.com](mailto:zvann@reachwireline.com)) for future PDC meetings

**3) PayPal Account - Jimmy** to provide Lenna with access to the chapter PayPal account.

**4) Speaker Outreach** - Below is a list of who committed to reaching out to speakers, contact information is on the "speaker outreach" tab on the spreadsheet.

**Jeff:**

Brad Jones - Encourage to apply  
 Britt Lee Howard - Encourage to apply  
 George Perrett - Encourage to apply  
 Marycela Padgett - Already applied - confirm still available - ask if she has any time slot preference

**Montral:**

Cory Worden - Encourage to apply  
 Jason Lucas - Encourage to apply

**Kelsey:**

Jack Feng - Already applied, have conversation about past speaking experience  
 Bob Emery - Encourage to apply

**Andy:**

Matthew Roddy - Already applied, have conversation about past speaking experience  
 Skipper Kendrick - Already applied - confirm still available - ask if she has any time slot preference

**Abby:**

Sondra Lavoie - Already applied - confirm still available - ask if she has any time slot preference

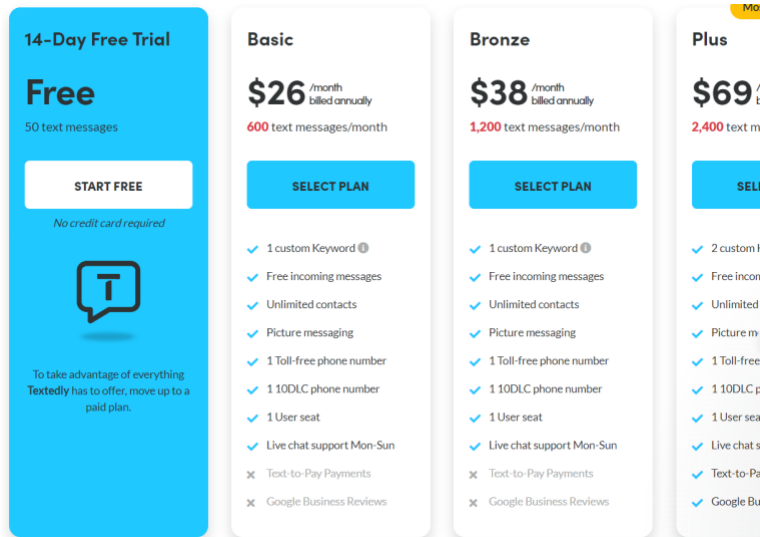
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**Greg:**

Tim Page-Bottorff - Already applied - confirm still available - ask if she has any time slot preference  
 Damon Shadrock - Already applied - confirm still available - ask if she has any time slot preference

## Communications

- Need a finalized copy of the 2023/2024 Chapter calendar for posting on the website
- Need copy of the previous EC meeting's notes for posting on the website
- Text chat service approval
  - Approved during budget discussion.



- Need to send out a poll via Google Forms to membership to inquire about better meeting times, preferences, suggestions, etc. for next year
  - Ideas for questions?
- Open forum for discussions, suggestions, etc.
- Closing
- Meeting adjourned at 4:40 pm.