

Meeting Title | 2022-2023 Strategic Planning Meeting II

Meeting date | time *September 7, 2022 | 12:00pm* | Meeting location *Virtual*

<p>Meeting called by Jamyen Robinson-Hall</p> <p>Type of meeting Strategic Planning II</p> <p>Facilitator Bhakti Patel</p> <p>Note taker Bhakti Patel, Sharita Jefferson</p>	<p>Attendees</p> <p>Jamyen Robinson-Hall, Bhakti Patel, Sharita Jefferson, Amber Nicole-Capps, Lesli Cathey, Laurie Patton</p>
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AGENDA TOPICS

Agenda topic *Roll Call* | Presenter *Bhakti Patel*

Discussion Conversation:

In attendance, via videoconferencing unless otherwise noted:

- President – Jamyen Robinson-Hall
- Treasurer – Lesli Cathey (via phone)
- Secretary (Acting)/ NCC Representative/ Historian – Sharita Jefferson
- Program Chair – Laurie Patton
- Newsletter/ Past President – Bhakti Patel
- Amber Nicole Capps – Membership

Conclusion Closing: N/A

Action items	Person responsible Deadline
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None

Agenda topic *Chapter Goals* | Presenter *Jamyen Robinson-Hall*

Discussion Conversation:

Jamyen requested each person complete their corresponding section of the Strategic Plan Template and submit by Monday, September 12:

- Membership Goals – Amber Nicole Capps
- Education Goals – Laurie Patton
- CGFM Goals – N/A
- Communication Goals – Bhakti Patel with input from Eddie Chan, Webmaster and Sharita Jefferson, Historian
- Community Service Goals – Lauren Henry, Ranada Williams and PattiHamm

- Succession Plan – Jamyen Robinson Hall (Chapter Leadership) and Amber Nicole Capps (Student & Young Professional Engagement)

Discussion was had around increasing membership and possibly selecting Tier 2 as our goal. As of 7/31/2022, there were 91 members in the Chapter. Bhakti looked up current members as of today on the AGA website and noted 98 active members. Lesli suggested calling inactive members directly to discuss why they did not renew and try to recover them as members. Amber suggested actively recruiting at monthly luncheons.

Bhakti added that each person should add their budget estimate with each goal, if applicable. While budget information is not required to be submitted with the Strategic Plan, it will guide the Board on what initiatives they will take on when finalizing next week. Jamyen agreed that each person should include budget information.

Conclusion Closing: See action items. Strategic Plan to be finalized at meeting on September 14

Action items	Person responsible	Deadline
Complete goals with estimates budgets	All	September 12 5pm

Agenda topic Succession Planning | Presenter Jamyen Robinson-Hall

Discussion Conversation:

Jamyen suggested each committee/ position create a written plan on their role responsibilities and information necessary for transition. Especially in the event of sudden resignations or transitions to other roles or off of the Board, the successor can have a written document to help guide them. Bhakti suggested adding passwords, account numbers, and other necessary information in addition to the tasks each person completes. She suggested that the document be a work in progress this year with a final product at the end of the year given the significant turnover in roles this year. Amber suggested maintaining the document(s) on a share drive. Bhakti and Sharita mentioned that a Google Drive does exist. Bhakti will check prior to the next meeting.

Sharita mentioned the importance of finding the President-Elect and Secretary roles at minimum. Laurie added that it will be very important to have more members serve as Committee members so they can become involved at that level to create a pipeline for other roles.

Conclusion Closing: All agreed to create an AGA Austin Chapter Handbook during the chapter year. See action items.

Action items	Person responsible	Deadline
Begin drafting sections of the AGA Austin Chapter Handbook	All	May 31 5pm
Check Google Drive for access; also obtain login info for other Austin AGA social media accounts (i.e. Twitter & LinkedIn)	Bhakti Patel	September 14 12pm

Agenda topic *Monthly Luncheons* | Presenter *Laurie Patton*

Discussion Conversation

Laurie's EA was still reviewing site options for the monthly luncheons so she did not have available for today's meeting. However, it will be ready soon. Laurie noted that we would need a venue and speaker locked down by next week in order to have the October 13 luncheon. Invitations would need to go out by September 16th or 19th. The restaurant would need a 1-week lead time with a final headcount. We would need to consider moving on to the November luncheon if we are not able to finalize the speaker and venue by next week.

Bhakti and Laurie noted that they have not had a chance to reach out to potential speakers yet. Jamyen reached out to two contacts but both said they were not interested in presenting.

Conclusion Closing: See action items

Action items	Person responsible	Deadline
Finalize site options for monthly luncheons	Laurie Patton	September 14 12pm
Identify speakers for monthly luncheons	All	Ongoing

Agenda topic *Committee Reports* | Presenters *Committee Members*

Discussion Conversation

- Treasurer – Lesli met with David Vasquez, former Chapter Treasurer, to transition information. Bank information was transferred to Lesli, including the credit card, which is being mailed to Lesli & she received the checks, Square & codes from David. The Chapter's bank will need a record of minutes that voted Lesli into office as well as a record for the second signatory as documentation to grant access. Once that is obtained, the bank can transfer authority via DocuSign. Lesli also received a folder from David & she will use the info to prepare her budget.

Sharita made a motion to give bank account access to Lesli Cathey as the Chapter's Treasurer and for the second signatory to be Jamyen Robinson-Hall as the Chapter's President. Laurie Patton seconded. Votes: Yes – 3; No – 0. Jamyen and Lesli were recused from voting.

- Membership – Amber provided membership info to CohReznick as requested by them.
- Communications – Bhakti noted that we should start approving the meeting minutes at the subsequent meeting. Jamyen agreed.
- Other – Sharita mentioned that there were two boxes with AGA information (not confidential) that a previous Board member may have. Lesli mentioned that the key to the PO Box seems to be missing. Eddie is following up and if not found, we may need to request/purchase a replacement key from the Post Office.

Conclusion Closing: Bhakti to send out meeting invite for next week. See action items

Action items	Person responsible	Deadline
Send meeting invite for Sep 14	Bhakti Patel	September 7 5pm

Action items**Person responsible****Deadline**

Identify speakers for monthly luncheons

All

Ongoing