

NAfME Collegiate Executive Board Meeting
January 11, 2012
6:30pm

Meeting Agenda

- I. Call to Order (Crane 6:46)
- II. Reading of the Minutes
 - a. Motion to waive the reading of the minutes (Moore/Warnet)
- III. Approval of the Minutes
 - a. Motion to approve the minutes (Commander/Warnet)
- IV. Reports
 - a. President
 - i. Discussion of Mini-Concert Session Coordinator Duties
 - 1. Announce group with bio, give plaque and thank them at the end
 - ii. Discussion of Registration Procedure
 - 1. Collegiate re-registered only
 - 2. Photo id, get a packet, book, and nametag parts
 - 3. Encourage people to use the app
 - iii. T-Shirt Procedure
 - 1. \$16 for a shirt, \$5 for a pin, \$20 for both
 - 2. Stipend winners do not need to take cash
 - iv. Work Schedule
 - 1. Time blocks will be set
 - v. Hotels- Problems and Solutions
 - 1. Fixed, some cancellation fees
 - vi. NAfME Collegiate Name Change Reminder
 - vii. This week's meetings
 - 1. Thursday 5:15pm and Saturday 10:00am
 - 2. Get everyone from your schools at those meetings!
 - viii. New Officer interviews for Appointed Positions
 - 1. Post-Conference Officer Transition Skype Calls
 - ix. Presidents' Forum
 - 1. Immediately after our meeting
 - b. President-Elect
 - i. Contacting Chapter Presidents (Forums)
 - 1. Monthly conference call with state chapter presidents
 - c. Treasurer
 - i. 2011-2012 Budget
 - 1. Running over due to unexpected expenses
 - 2. Be conservative in your spending
 - ii. Expense Vouchers
 - 1. Fill them out and save your receipts, \$7 for breakfast, \$14 for lunch, \$18 for dinner

- d. Secretary
- e. Parliamentarian
 - i. Fixing constitution: read through it and tell Lee what you want to add/fix
- f. Historian
 - i. Website? Figuring things out
- g. Membership Chair
 - i. Handled stipend award, sent out emails
- h. Advocacy Chair
 - i. Encourage chapters to contact legislators
- i. Advisor

V. Old/ Unfinished Business

VI. New Business

VII. Additions

VIII. Adjourn (Commander/Negron 7:22)