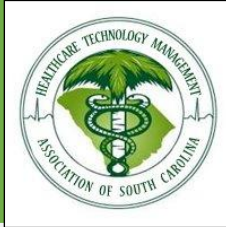


# HTMA-SC Meeting Minutes

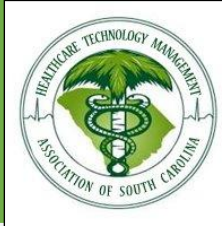


|                       |   |                   |                |
|-----------------------|---|-------------------|----------------|
| Project Name          | HTMA-SC Board Meeting   | President         | Andrew Stiles  |
| Purpose               | Board updates and discussion  | Vice President    | Dan Paladino   |
| Date/Time             | March 07, 2018 / 12:00 to 12:40 PM  | Treasurer         | Mary Coker     |
| Location              | Teleconference  | Secretary         | Howard Scarver |
| Conference/Web Number |   | Corporate Liaison | Pat Lynch      |
| Members Present       | Andrew Stiles Mary Coker Howard Scarver Pat Lynch Nathan Tucker Kevin Mattice |                   |                |
| Members Absent        | Paul Mundy Joe Howe Benjamin Archambaut                                       |                   |                |

## Minutes

| Topic                | Desired Outcomes                  | Facilitator         | Minutes  |
|----------------------|-----------------------------------|---------------------|--|
| Financial            | Updates                           | Mary C.             | Account balance \$11,545.10. Monthly obligation for Wild Apricot (website) \$130.00, price increase Apr 3rd to \$160.00. Motion carries to keep Wild Apricot   |
| Training             | Company partnership               | Dan P.              | Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates. No update.   |
| Community Service    | Giving back to the HTMA community | Andrew S.<br>Pat L. | The board approved the donations of \$500 to both organizations <a href="http://www.mymeta.org">www.mymeta.org</a> and <a href="https://makehtmgreatagain.wildapricot.org/">https://makehtmgreatagain.wildapricot.org/</a> , via email voting. Awaiting non-profit paperwork to send checks. |
| Policy Manual review | Update                            | Howard S.           | Started, removed section that do not pertain to HTM-SC   |
| Scholarships         | Opportunities for improvement     |                     |  |
| Recruitment          | Increase HTMA numbers             |                     | Continuing discussion on ways to increase the HTM profession. Will follow up with Pat on the conversation.   |
|                      | Old business                      |                     | <ol style="list-style-type: none"> <li>Board Dinner motion and approved to include plus one and designated guests</li> </ol>   |

# HTMA-SC Meeting Minutes



|  |              |                 |  |
|--|--------------|-----------------|--|
|  |              |                 | <ol style="list-style-type: none"> <li>2. Concern for Keynote speaker’s time during lunch, need to find out how long to allow membership to get food.</li> <li>3. Send out email blast to announce 2018 Conference registration is open</li> <li>4. Send out email blast to general membership, “Is the current conference date (1st week of May) determines whether you attend or not?”</li> <li>5. Motion carries for HTM-SC to donate the first \$300.00 scholarship on a first come certification after the May conference. The winner and sponsor will be announce on HTM-SC websites.</li> </ol> |
|  | New business | Open Discussion | <ol style="list-style-type: none"> <li>1. Evaluate giveaway at the next meeting</li> <li>2. Ben suggested, “Beverages are provided during the association meeting.” Removed during the giveaways to ensure that all participants are partaking responsibly. Board will decide before next meeting</li> <li>3. Consider moving the 2019 conference date to either week before or after to allow for greater participation from military member</li> <li>4. Joe Howe volunteered to present locations for the Board’s dinner.</li> </ol>   |

## Action Items

| Who   | What  | When                   | Progress                 |
|---|---|------------------------|--------------------------|
| <i>Person Responsible</i>                             | <i>What was discussed</i>   | <i>Completion date</i> | <i>Ongoing/Completed</i> |
| Howard S.   | Policy manual revision  |                        | ongoing                  |
| Career Day subcommittee<br>Mary, Pat, Nathan and Paul | Toolkit for career days   |                        | Ongoing                  |
| Andrew S.   | Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates. |                        | Ongoing                  |
| Mary C  | Training CEU for training at the conference   | 3/07/18                | Completed                |
| Pat L   | Purge old job posting for the website   |                        | ongoing                  |