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# CEC NH Meeting Agenda & Action plan

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| Date: | 11/17/18 | Note Taker: | Jen Katz-Borrin | Facilitator : | Jodi Gutterman |

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| **Agenda Item** | **Notes/Task** | **Who** | **Timeline** |
| Norms 1. Speak one at a time.2. Arrive/Start/Leave on Time.3. Stay on Topic and have an agenda.4. Mutual, Professional, and Unconditional Respect. | Follow Meeting Norms | All | Ongoing |
| Review Financials | Lois will send update and minutes will be updated | Lois |  |
| Summer Workshop Planning | * Lois gave input – Ross Greene stated that he could make it work for whatever we can pay him. (July or August) Plan on offering $500-750. Week of August 13 will be offered to Ross Greene.
* Team discussed dates again, team has concerns with last week of June. Lois cannot attend in June.
* Purchase orders, cash, or checks only for payment
* Ross Greene going to PIC – maybe good to have our members gain knowledge, He provides lots of good materials free.
* Morning informational then functional useable skills for afternoon
* $75 members, $100 non-members – aim for 100 attendee
* Location in Kingswood
 | AllLois will contact Ross Greene  | By Dec. 1 |
| Other | Discussion of meeting times – Some prefer face to face meetingsZoom is free for 45 minutes.Try Zoom in January for meeting: January 5 from 2-3  | Jen  | By January 5 |
| Membership Update | Emails to non-renews and lapsed.Jen will review membership history to see if summer BBQ increased membership. | Jen | This month |
| Summer Conference BBQ | Look into this for this summer |  |  |

 Highlight present:

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| Jodi | Jen KB | Lois | Terry  | Esther |
| Kelly | Mary | Pat | Elaine | Chuck |

 Susan M. was here also.