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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 | All  Lois will contact Ross Greene | By Dec. 1 |
| Other | Discussion of meeting times –  Some prefer face to face meetings  Zoom 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.