

Strategic Planning Meeting Project List

Updates of Meeting from October 18, 2013

Meeting Facilitator: Barbara Chapin

Time Keeper / Note Taker: Gail Ottinger

Presentations:			
	Name:	Objective:	Notes
How to Hold a Skype Meeting	Cindy Westenhofer	Live Meeting	Membership technology is the future, the presentation gave the how to's of holding a skype meeting and added in the basics to hold the FIRST Skype Strategic Planning Meeting. 8 members attended by Skype.
How to Write an Article	Charlotte Rancilio		Excellent article on the How To's of writing an article. For additional information contact Charlotte.
Meeting Projects:			
Financial Liability	Charles Gordon / Jim Lucas	Allocation of Time, Procedures, Expenses	Information was compiled, reviewed with Strategic Planning Attendees. This is referred to the executive and foundation boards. (Ongoing)
Succession	Sharon Deshazer	Updated Plan of Succession / Refer to Executive for followup	Plan of Succession was updated and given to the Executive Committee to oversee.
Grant Program	Deborah Tyler / Diane Radcliff / Jean Jervis	Review / Develop Grand Programs for Members / Student Members	Charlie Gordon updated Grant Program for Members. See website for procedures.
Educational Programs	Mary Nebeker / Joyce Jones / Cindy Westenhofer	Research Home Schools / Needs for Credit Education / Discuss Findings/ Refer to Foundation	This was referred to the Foundation to research. See Foundation minutes below.
Student Member	Rhonda McKinney	Student Member Develop Criteria for Program / Completion/ Certification/ Recognition	Criteria established and presented to members.

Marketing	Martha Philip / Terry Rowe	Smart Tags/ Google/ Amazon/ YouTube	More visibility utilizing social networking and internet. Distributing brochures & magazines and leaving business cards. Need testimonials, publish student essays, and YouTube (1 minute commercials).
Education	Cindy Westenhofer	Publications / Articles/ Promotions	Quality articles needed for the website and magazine. Monthly articles, promotions and events are on the website.
Foundation	Mary Nebeker	VanGuard/ Projects/ Education Project	See foundation minutes for details of Investment details, educational projects & Momento Project. Appointed Sharon DeShazer for Special project on money making (raffle, \$ in the air, cookbooks, commenorative throw, etc).
Publications	Linda Bridgeford	Publications/ Format	Smart Tags are on all publications and forms. Publications include a professional look with more content. Format on how to write is on the website. Articles are always needed
Advisory	Barbara Chapin	Awards/ Deadlines	CPI of the Year has been selected. Criteria for awards is on website.
Website	Cindy Westenhofer	Updates / Income from Hits	Add informative links for members on website . Members need to use site, update personal, local and district information (ongoing).
Nominating	Pat Evan		A slate of officers was provided to members via website and mail for voting. (complete)
Bylaws	Diane Radcliff		Any suggestions that were recommended were sent to committee. Changes will be presented to members for voting. (complete)
Corporate Office	Charlotte Rancilio		Working with executive committee on 3 year extension of lease. Charlotte updated subscription forms and other forms (ongoing). There are no equipment needs, Computer files are now backed up on "The Cloud".
Conference	Conference Coordinator	Future Conference Updates / Reports 2015 - Atlanta 2016 - Louisville 2017 - TBA	See website for details of 2015 Conference in Atlanta and also mark your calendars for Strategic Planning Oct 10-11 in St. Louis.

Volunteers		Volunteer Reports
Nona Ellzey - OC Tanner	Gail Ottinger - Bookkeeper	Membership Dues Task Force Committee to be chaired by Rhonda McKinney with Cindy Westenhofer, Mary Nebeker & Sheila Edwards (complete).
Martha Philip - Corresponding Secretary	Charmine Lucas - Historian	Ways and Means Task Force Committee to be chaired by Pat Evans with Rhonda McKinney, Sharol Rudolph, Charlie Gordon and Linda Simbeck (complete).
Mary Nebeker - Legislative Review	Betty Thorman - Memorials	Gail Ottinger - All financials on website
		Eva Nifong - All financials in order
		Connie Hamilton - Walkathon at Conference to be bowling.
Connie Hamilton / Anne McBayer - Walkaton	Evan Nifong - Financial Review	Charmine Lucas - request items for Presidents History Book
Linda Simbeck - Career Club/ Certification	<i>All volunteers except financial reports will be removed unless the chair has a presentation or concern.</i>	Martha Philip reported coorespondence
		Nona Ellzey is to be contacted for jewelry
		Betty Thorman requested any memorial information
		Mary Nebeker - see websites for updates
		Linda Simbeck to update all Career Club forms for website and to chair Task Force on certification updates and adding Student Members.

Officer Reports	Other Committee/ Officers Reports
See Executive committee meeting minutes for reports and details. These reports will be removed from the project list in future.	Special Task Force Committees were appointed by President Sue