



Chapter Executive Board Meeting – October 6, 2020

6:00 p.m. – 8:00 p.m.

Virtual

Attending: Suzanne, Elizabeth B, Megan T, Rolando, Phoebe, Nicole M, Jenna, Elizabeth TK,

Regrets: Elizabeth G, Hilary,

Time	Agenda item/topic	Senior Director	Notes
6:03 p.m.	Call to order and Welcome	Suzanne	
6:05 p.m.	Reminder of the IABC Edmonton Intranet	Elizabeth G	Unable to attend, however wanted to stress to please use the Intranet. Secondary plug for master calendar.
6:05 p.m.	Volunteer Reminder – How to engage and with Elizabeth TK on recruitment	Elizabeth TK	Elizabeth TK acts as ambassador for volunteers - this includes members of the board. This includes 1. bimonthly pulse checks (sent out every other month to all board members) This first one should come before the full board meeting in November. 2. Ask me anything piece -
6:12 p.m.	Important Updates Example: Membership Month Portfolio Meetings CWR/International	All	Please share any important updates from your portfolios if there are any to share. This will be a standing agenda item. This could be anything from deadlines, event details, challenges with a committee, etc. Nicole: Update related to expenses. Flagging expense claim. This will have to be through email (with copy of receipt) until solution is found. Please fill out EFT form - located on the Intranet, under 'key document' on the home page. Elizabeth B: 1. Exam study group. 2. BC just held their first paid virtual event, over 50 attendees and charged \$10 per person. Attraction was bartending instructor. A couple professional development events coming up and they want to see if any other chapters want to partner. Phoebe: 1. Membership number update 390 members as of today. 10 new in the past 5 weeks, 33 renew, and 46 lapsed. 33 members lapsing soon. 2. Survey is complete and now handed over to Jenna. 3. Angela (student leader) presented to Macewan a few weeks ago and students have been reaching out. Jenna: 1. Ending Jobline discount at the end of October. 2. Membership inclusion within newsletter (member spotlight, member blogs, hot topic question, interactive polls, etc.) Suzanne: 1. Exam on October 24th. One of the 1st and only chapters doing do. 2. Welcome back mixer (around October 27/29). Speed networking.
6:47 p.m.	Budget Presentations	All	Each Budget Proposal receives approx. 3 mins. Questions can follow each presentation. Final vote following presentations. Phoebe: 1. Gift cards for survey. 2. 5 student memberships (\$250) 3. Stationary and Postage (\$500). Jenna 1. Social Media Buy (\$500) 2. Graphic Design (\$500).



			<p>Suzanne: 1. Time Capsule 2. Annual Report. 3. Wanting to amalgamate with Jenna a bit. At this moment we are saying \$1000 for the graphic design and annual report, and then \$650 for social media buy. Elizabeth TK:1. Stationary and Decals \$365 2. Speaker Gifts \$580 (branded wine glasses for 18 sets 3. Volunteer Gifts \$430 (jacek chocolates in IABC colours for 45 people). 4. Mentor Gifts \$250 for 25 people (\$10 gift cards)5. Postage \$300 PD: \$250 to come in revenue for PD, but \$1000 to spend on speakers. Therefore spend is \$750. Capital Awards: will be doing virtual awards. Likely not going to charge entry of awards. Estimated \$1,500 - \$2000 in ticket sales if we're doing something special.</p>
7:30	Budget Vote	All	Not voting today.
7:58	All Board Meeting	All	Final call for volunteers to help plan for content. Theme "Election Viewing Party"Put on Slack for content call out.
7:58 p.m.	Adjournment	All	