**Ohio AHEAD Board Meeting Agenda**

September 7, 2017

9am-10am

Present: Carey, Alex, Karen, Meghan, Amanda, Isabella, Adam, Tom, Kris, Brenda, Mike, Jenn, Dori

Updates and Reports:

**President’s Update** (Carey)

Carey will send an e-mail to Board Members to coordinate schedules for the conference and to determine what assistance is needed.

Carey will send President Updates to current members

Carey attended workshop in Columbus on law enforcement and working with disabled citizens. Topics covered: hate crimes, housing, ESA in housing, community mediation training and awareness. Tentative plan to continue discussion at Multiple Perspectives Conference in the spring.

Watch for information on upcoming phone call on coordination between Committees and Officers.

Award Winners: Isabella and Carey will work to wrap up the process. Adam reminded Isabella that Award Winners need to be contacted because their Conference fee is covered by Ohio AHEAD.

Carey has been selected to serve as the Lead Affiliate for AHEAD.

**Conference Co-Chair Update** (Amanda and Kris)

Registration numbers: 18 as of 9/7/17

Access Symposium at Miami—registration opens Monday, Sept. 11. Ohio AHEAD will send an e-mail announcement

Miami University will host Thursday evening social. Will pay for appetizers and cash bar fee. No cost to Ohio AHEAD.

Kris has submitted CEUs applications and waiting on approval.

Vendors: Mike reported 5 vendors confirmed—possibly 6. Previous vendors are not responding and Mike does not know why. Mike is directing all vendors to complete Wufoo Vendor Form online. Mike will remind Vendors of payment due.

Food: Continental Breakfast confirmed with a Luncheon buffet (chicken and vegetarian option and will accommodate food allergies/special requests)

Will use large Heritage Room with smaller rooms for breakout sessions.

Parking pass will be e-mailed to attendees the week before. Parking pass will be good for Thursday and Friday.

IT asked that presenters bring their own devices.

No requests for accommodations at this time.

We have not heard from Blackboard about sponsorship. Jenn will follow up.

Adam inquired if we want to have an afternoon snack break.

Karen will not be in attendance at the Conference so Jenn will do the name tags and Carey will designate someone to take Minutes from Business Meeting.

**Membership Chair Update** (Brenda)

Brenda has provided Conference discount code to all current members.

**Communication Chair Update** (Alex)

Website has been updated with current Conference information.

Pages have been updated (landing page, conference page).

Need current Mission Statement.

By-Laws may not be up-to-date

On the website, under About tab, we have a page called Members that needs to be updated. It contains links to ds offices in Ohio. May need new title—possibly Ohio Disability Services Offices. Need to request link to office web pages on Membership Form.

Received a few e-mails through the Gmail account. Alex and Tammy are looking at these on a more consistent basis.

**Treasurer’s Update** (Adam)

Adam and Brenda have worked together to streamline forms on Wufoo.

2018 Membership/Institutional Forms are all up to date.

Ongoing discussion on fiscal calendar. Adam, Brenda, Carey and Amanda will have a discussion on pros/cons.

**Discussion Items:**

* Gifts – member gift vs/ conference swag

Carey suggested we do conference swag for the 2018 conference for all attendees.

Kris and Amanda will gather giveaway ideas and share with the Board. This will need to be more generic since it goes to all attendees (member or not)

* Review committee descriptions

Review the Communications Committee description

Committee Chairs prepare committee description to have available at the Conference to share with members

* Ideas for committee recruitment (tabled at his time)
* Items for future discussion?

**Next call: Thursday, October 5, 2017 from 9-10am**

**Call for agenda items: please send to Carey no later than 5pm on Monday, October 2, 2017**

Prepared by

Karen Saracusa

Secretary

Ohio AHEAD

September 8, 2017