

# HRA-INCOSSE Meeting Minutes

## Membership Event Planning

### September 07, 2004

**Next meeting: Board of Directors meeting:** 23 September 2004

**Visit the HR INCOSSE Web Site at:** <http://www.hra-incose.org/>

**Call to Order:** The meeting was called to order by Vice President Kevin Topp at 11:30 AM, location: Crab Shack, Hampton

#### **Attendees:**

Kevin Topp	Becky Reed(not present)
Dick Kitterman	Matt Needy (not present)
Bill Olson	Mike Podolsky(not present)
Dan Fontaine	Marta Kitterman (not present)
	Al Motley(not present)
	Steve Waddell(not present)
Jean Tolley(not present)	John Clark (not present)

#### **Agenda**

1. Prepare an agenda for the event
2. Plan a process
3. Plan a menu
4. General planning

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**Vice president Kevin Topp:** Opened with a review of the agenda

#### **1. Discussion:**

Prepared a draft agenda

#### **2. Actions/Decisions:**

- Bill Olson will divide the membership list into equal parts.
- All; Each BoD member is assigned a part of the list Bill divided up and is to contact the members on their list asking them to attend the event. Forward results to Bill
- Bill Olson; Generate a RSVP list as required.
- Jean Tolley; Investigate the price of movie tickets to be used as introduction to the chapter gifts for new members.
- Dick Kitterman; Develop a long term plan for introducing new members to the chapter.
- Dick Kitterman; Perform opening ceremony at the event and act as the moderator.
- Bill Olson; re-distribute the flyer and distribute the agenda.

- Jean Tolley; Investigate the cost of a three course dinner from Anna's Italian restaurant. Items to be at her discretion.
- Kevin Topp; Pick up drinks, ice and cups.
- Bill Olson; forward the room numbers Matt Needy called and reserved to Dick Kitterman (done).
- Bill Olson; Contact Becky Reed and see if she is interested in facilitating one of the member groups. (In progress)
- Bill Olson; Get an electronic map to the center and forward to Marta Kitterman to post on the web page.
- Kevin Topp; Investigate the possibility of a BoD meeting for September during the event.
- Kevin Topp; Create an agenda slide (done).
- Bill Olson; look for volunteers for the clean up committee.

Adjourned the meeting at 12:30 PM