**EXECUTIVE BOARD MONTHLY MEETING**

***January 12, 2024***

**FINAL MEETING MINUTES**

1. **Welcome 2:00PM**

**In attendance:**

Alexandria Burns

Alicia Camak

Richard Fajardo

Hannah Harshman

Sarah JanTausch

Aysegul Keskin Zeren

Erin Liggett

Kaleigh Mahon

Dean Moyer

Rachel Richardson

Dr. Nina Talley

Calvin Wagner

Ryan Wilhelm

**Absent:**

Chelsea Francis

Madelyn Kindig

Taylor Lincicome

Christine Yancey

1. **Approval of Minutes 2:10PM Rachel**

Motion to approve meeting minutes by Sarah JanTausch, seconded by Kaleigh Mahon.

1. **2024 Leadership Sneak Preview 2:12pm Nina**

Dr. Talley noted January through April the focus of initiatives will be primarily on Conference planning, new initiatives to centralize conference sub-committee planning efforts. After the conference, board focus will shift to having OCDA leadership representatives attend and some present at the NCDA annual conference and bring initiatives back to board members. In July, an official change of guards for leadership and committees will occur, along with opportunity for advancement and for members.

1. **2024 Conference Update 2:18pm Alex**
	1. Committee Meetings
		1. Expectations- a new form has been created for all committees to be able to report discussions, actions, progress and planning to be utilized at the conclusion of each meeting. Chairs/points of contact will be identified and matched with one of four leadership members (Alex, Christine, Dr. Talley or Richard) who will attend planning meetings as able.
	2. Logo Approval- Erin graciously agreed and has created draft logos for the conference.
	3. Save the Date invitations- sent on 12/22/23. Motion to approve by Erin, seconded by Alex. Approved by all in attendance.
	4. Registrations/Timeline- Website launch 1/22 (soft launch). Proposals go live 1/22 with call to action from Christine and give members one month to submit proposals by a deadline of 2/22. Registration will open on 2/1 and closing date will be further discussed.

Note was made that attempt to gain CEU approval will occur earlier, but OCA has advised us that we are not allowed to advertise CEUs or CEUs pending unless approval has been received.

Christine will lead the charge to submit proposals for CEU’s and was asked to share request for proposals to NCDA. Discussion was made around registration dates, taking into consideration early bird rates, and walk-ins, ending in decision to continue discussing.

* 1. Event Logistics- Erin shared expense sheet from 2023 conference with registration costs being: board members and presenters $0, students $50, members early bird $100, non-members $120 (2/28 for 2023 early bird, 3/1 for start of 2023 regular registration). Sarah shared that NCDA charges presenters for conference participation. Richard presented an idea to increase prices for non-members, and further discussion will be made on registration rates at the finance committee and shared to the board for approval.
	2. Keynote Speakers- Dr. Talley and Alex shared information and context about three possible speakers, with only one having a cost associated. Discussion amongst members ensued and included topics around keeping OCA involved as a speaker, speaker options and number of speakers (to be decided by poll vote after meeting).
	3. Vendors and Sponsors
		1. Prospective sponsors- any questions on sponsorship can be directed to Alex, Christine or Richard, and financial questions regarding payment options can be directed to Erin. A request was made for each member to think of partners to invite to participate.

1. **Next Meeting Items (2/9/24) Nina**
2. **Wrap-up and Sharing Rachel**
3. **Adjournment 3:27pm**

Motion to adjourn Dr. Talley, seconded by Richard Fajardo.

Minutes respectfully submitted by board secretary, Rachel Richardson.