

March 25, 2022

12:00pm - Via Zoom

Attendees: Alice Boatman, Courtney Hart, Karyn Schulz, Stephanie Will, Pavan Purswani, Jay Coughlin, Anthony Skevakis, Adam Melfa

Institutions represented: Community College of Baltimore County, Montgomery College, University of Baltimore, Towson University, Howard Community College

Meeting Notes:

12:00pm - Welcome and Introductions –

12:10pm – Bylaws

- Committee recommended adding “I” to “ACLEA”
 - Follow up recommendation is to not add “I” but to add “CR” to signify Chesapeake Region
- Grievance policy and tracking system for changes to Bylaws sent back to committee
 - Make note at bottom of Bylaws of “Adopted” and “Revised”
 - New document in Google Drive with date of revision
 - Place amendment list on website?

12:30pm New Business/Announcements

- Pavan’s friend doing dissertation and looking for students from PWI, particularly black students who have been through the conduct process- will send info to Courtney to distribute to ListServ

12:35pm – Case Review

- Updated COVID protocols on campus and how campuses are reacting for conduct/BIT

1:00pm – Conference Planning – Jay Coughlin

- Prize Distribution
 - BVB giving 10 1-year Interact memberships and 5 book packages
 - 3 memberships to award winners
 - 6 memberships to pre-conference attendees
 - 1 membership for trivia contest winner
 - Book packages to give out at conference
 - NaBITA giving 1 conference registration- evaluation
- Promoting membership
 - Idea – During Conference have Exec Board members talk about why they joined and what they get out of the group
- Pre-con
 - Need chat monitors- Pavan and Courtney
 - Send access link only to registrants with giveaway info Monday of pre-con

- o Jay will introduce
 - o Courtney to do giveaways
- Day-of Flow
 - o Whoever is announcing/introducing can also announce door prize name
 - o Alice will support and pull random names for door prizes throughout conference and text the Conference Group Text before each announcement
- Awards push email on Tuesday 3/29
 - o Jay to follow back up with Jim Miller for plaques for awards winners
- Jay send emails to panelists for presenter bios – compile and send to Courtney to put on website
 - o Courtney got bios for NaBITA presenters
 - o Jay received 2 responses
- Going back to Kahoot for trivia game (Vevox need to pay \$130 for more than 100 people)
- Send Zoom link and initial info on Monday of conference then send reminder later
- Panelist questions set
- Jay to set up lunch timer- add info about people being involved in BIT Affinity next year
- Virtual HH
 - o Create separate Zoom link
- No recording, but Courtney will get presentations from presenters in advance to post on the website

1:30pm Adjournment