

CTABA
Meeting Minutes
December 20, 2011

WEB Meeting -- Closed Meeting

Time: 6:00-6:50pm

Executive Council (EC) Attendees: Steve Woolf, Missy Olive, Colleen DeMello, Solandy Forte, Meghan Brahm, James Diller

Executive Council (EC) Absent: Liz Nulty, Mark Palmieri, Allison Gadbois, John Molteni

Other attendees:

Committee Chairs:

- Conference –Chairs: John Molteni and Solandy Forte. Other interested: James Diller, Kristine Marino
- Membership- Chair: Kristine Marino. Other interested: Colleen DeMello
- Organizational Members-Chair: Steve Woolf
- Legislative- Mark Palmieri & Missy Olive
- Technology- Chair: James Diller and Mark Palmieri
- Non-profit- Steve Woolf and Liz Nulty
- Newsletter- Chair: Missy Olive
- Publicity & Advertising- Chair: Meghan Brahm, Allison Gadbois

Committee Meeting/Old Business

- I. Conference Update -- Solandy & John
 - a. Speakers- confirmed Judith Ursitti , Rick Graff, Bob Ross, Amy Odum. Sandy Chafouleas. From UCONN. Solandy to speak to John re: further arrangements or contacts with Bill Heward. All confirmations have been sent out to speakers. Also coming up with list for Steve re: expenses for speakers. Most concerned with meals and hotels. Possibly one for flight. Call for papers sent out with save the date. All info is posted on the website. So far have two exhibitors and one registration for conference.
 - b. Call for papers reminder to go out- Send another one by Jan. 15th and another by Feb. 10th for early registration (4 days left). Send another one out at end of Feb for late registrants.

- II. Tech Committee Update- James provided update:
 - a. New website: can we get job posting section up soon? New format up and migrated to new servers. Working out additional content to site and layout of site. No explicit details yet want to make more functional for membership. New website email address up. James to check on how this is accessed and get to Colleen to check on it.
Logo- James and Mark have a sample logo that was redesigned. James shared with group. Everyone agreed on red and blue color design. (2nd one) Solandy asked for web designs updates be sent to her and Liz so they can review immediately.

- III. 501C3 Update: Steve- possibly can be submitted before end of this year. Steve has a meeting with the attorney next week. All pieces ready. Application will then be finished by attorney and sent in. Hopefully submit to IRS by Jan. 1st.
- IV. Membership update: Kristine
 - a. Membership Survey: James will send to Colleen the link to send out to all members. There are 7 or 8 new members that need to get added into mailing address. Colleen to obtain those from Christine M. and send out link.
 - b. Student membership: Meghan- attended Liz's class at Mattatuck Community College. Brought brochures to fill out. Many people handed in information to Liz. Next step will be going to John and Deidre's class. James also offered up to have Meghan come to his class.
- V. CE papers: Were they found? Solandy has last year's conference CE forms. Steve is in process of filling out information re: actual number of people who were given CE's for application to be complete. He needs information for March Conference and the Fall Workshop. Solandy is unsure who has CE forms for previous years. She will follow up on this for 2010 Conference CE's.
- VI. **PART III: Executive Council Meeting**
 - I. Licensure committee: Missy is chair; committee is formed; setting up first meeting asap.
 - II. Policies & Procedures: Missy, please email what you have to Liz & Solandy for review so we can put for vote next month.

Please make sure everyone knows: Per Liz Nulty's request: in an effort to expedite the approval process of documents, policies, committee work, etc.. all reviews and/or revisions to documents or information that needs review before submitting for approval will be sent to both Liz Nulty and Solandy Forte. Once they have had a chance to review, it will be submitted to EC for final review and vote.

NEXT MEETING:

January 17th @ 6:00 pm Place To Be Announced.