

NEADTA Board Meeting Minutes - November 2021

Date & Time: **Nov 05, 2021**; 7:00pm- 8:50 pm EST, Zoom format

Present: Stefanie, Jasmine, Ashley, Angel, IB

Not Present: n/a

Updates from NEADTA Treasurer

Business Address

- Business address: for business purpose and documentation ONLY

Primary Address: PO box

- **To ensure that this PO Box address is updated on Newsletter and Website**

Budget updated by Ashley

Follow up on Community Retreat Day

- Tracing payment- emailed registrants & follow up with Pauline
- Follow up on participant's feedback

Revisit Board Member description, availability and roles

- Weekly NEADTA Focus Emails on Monday's
- Revisit use of Whatsapp/NEADTA Email
- Instagram
 - Steffie & Angel

NEADTA Board Meeting Schedule (update as of Nov 5 2021)

- **Board Meeting (Monthly)**
 - First Friday of each month
- **Annual Planning Committee Meeting (Monthly)**
 - Third Monday of each month

***Upcoming tasks:

- **Newsletter - Ready by Nov 10 Wed (Deadline: November 14)**
 - Board highlight for the month
 - Include the members' opinions
 - Retreat Feedback form in Google form
- **Giving Tuesday NOV 30**
 - **Promotion: instagram**
 - **Review/Confirm Events and Ideas for Annual NEADTA Events Calendar**
 - **Virtual Postcard**
- **Expanding Student Committee**
 - **Invite current students who showed interested in joining student committee to Annual Planning meeting (Nov 15)**
- **Seasonal update to members**
 - IB - To create a video (tentative)

- **Seasonal (Quarterly) Check-in Summary**
 - MDC Liaison- Summary update
 - Treasurer - financial report

*****Upcoming Board meeting:**

- Annual Planning Committee - Nov 15 (Mon) 8:00PM
 - Include potential student committee members
- Board Meeting - Dec 3 (Fri) - 7:30PM