

MTSU Summer Conference Meeting

MINUTES

JULY 11

12:28 CST

HAMPTON INN & SUITES LOBBY

CALLED TO ORDER BY	Jae Son
TYPE OF MEETING	Development of Plan of Work
FACILITATOR	Mrs. H
NOTE TAKER	Trevor Dixon
TIMEKEEPER	Trevor Dixon
ATTENDEES	Jae Son, Gus White, Trevor Dixon, Katherine Wheeler, Sydney Buckner, Samantha Wang, Mrs. H

Agenda topics

12:32-1:04 CST

DEVELOP GOALS

ALL OFFICERS

DISCUSSION	Sydney: Event Comment Box; Katherine: Expand TSA Within TN; Trevor: Community Service Award; Samantha: Leadership Training Opportunities; Jae: Non-Competitive Awards; Gus: Make Available a Recruiting Handbook; Collective: Green TSA Initiative, Scholarships, Increase Online Communication, Prepare Upperclassmen to Apply Skills, Increase Recognition of TSA Within the Community	
CONCLUSIONS	The team decided to first place smaller goals into these major categories for Plans of Work: Communication- Social Media (YouTube Channel, Website, Directory, Facebook, Council of Chapter Presidents, TeacherTube, Chapter Handbook, and Newsletter on Facebook and List Serve), Recruitment/Promotional Handbook Leadership Development- "Learning to Live in a Technical World" blog program (preparing upperclassmen to apply skills), Scholarships, Community Service Award, Non-Competitive Awards, Leadership Training, St. Jude's Partnership Green TSA Initiative- Endorse and Participate in the Green TSA Initiative National Conference Promotion- Promote the 2012 National Conference in Nashville, Promote the TSA brand Conference Planning- Develop an Event Comment Box, Leadership Workshops (not represented in a plan of work)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

1:04-4:08 CST

DEVELOP ACTION STEPS FOR PLANS OF WORK

ALL OFFICERS

DISCUSSION	The team flushed out the action steps for each goal individually. During this time, the team also discussed the use of GoogleDocs and other officer communication means to complete the steps in the Plans of Work. The team went into a five minute recess from 3:02 to 3:07.	
CONCLUSIONS	The action steps for the sub-goals were developed and each plan of work were to be organized into chronological order at a later time. Action steps were developed for all goals.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact the Chattanooga Convention Center and sign up for Green Event Program	Mrs. H	Flexible

4:08-4:58 CST

COMPLETE COMMUNICATION ACTION PLAN WITH
ASSIGNMENTS AND DEADLINES

ALL OFFICERS

DISCUSSION	The team delegated tasks out based on skill. Deadlines were established so that goal is completed in a timely manner.	
CONCLUSIONS	One Plans of Work (Communication and Outreach) was thoroughly completed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete action steps for all Plans of Work according to deadlines	All Officers	Given in Plans of Work
Organize all action steps in chronological order and distribute electronically to all officers	Jae Son	July 15
Complete the other three Plans of Work	All Officers	July 12

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	This meeting was held in the lobby of the Hampton Inn & Suites rather than the MTSU meeting room to eliminate travel time.

ADJOURNED
4:58 CST