



Goals

1. To have 40% or more chapters submit meeting minutes by April 30th for review and feedback
2. To have 90% or more Executive Council members submit reports for each executive council, business and area meeting by the published due date
3. To have 15 or more chapters participate in trainings held in 2019-2020
4. To be involved with committees researching availability and distribution of state publications electronically and make recommendations by year end for implementation

Implementation

1. To have 40% or more chapters submit meeting minutes by April 30th for review and feedback
 - a. Encourage submissions by offering incentives
 - b. Promote at business meetings, Chapter Mailings, in Chapter Information Packet (CIP) and on the Secretary Facebook page
2. To have 90% or more Executive Council members submit reports for each executive council, business and area meeting by the published due date
 - a. Send links to reports no later than two weeks prior to deadline
 - b. Offer a different incentive for each publication to Executive Council members who submitted by the due date
3. To have 15 or more chapters participate in trainings held in 2019-2020
 - a. Hold at least one forum at convention and/or online webinar in each trimester
 - i. Topics may include taking minutes efficiently, publishing a newsletter, chapter recordkeeping, cloud storage, digital archiving, collection of information/reports
 - b. Promote participation at business meetings, Chapter Mailings, in Chapter Information Packet and on the Secretary Facebook page
4. To be involved with committees researching availability and distribution of state publications electronically and make recommendations by year end for implementation
 - a. Work with webteam to add CIP Table of Contents online and distribute to all chapters, including those that opted-out of printed copies
 - b. Be an active member of the Go-Green SubCommittee by holding an online meeting at least once per month
 - c. Lead the Newslet Task Force in researching alternate NEWSLET formats and distribution options
 - i. Send updates to the Future Direction and Marketing Chairs
 - ii. Ensure recommendation(s) and substantiating materials are ready for each Committee Meeting