



Full Board Meeting, January 11th 2015
 New Board Member Orientation/Retreat
 1:00 – 5:00pm – 4951 W. Medill Ave. Chicago IL 60639
MEETING AGENDA

Executive Board		Committee Chairs	
X	President: Lariza Fenner	X	Archives Chair: Amy Khattar Hahn
X	President Elect: Megan Campbell		Conference Chair: Julie Ludwick
	Secretary: Liz Gardner	X	Conference Chair-Elect: Danielle Eichner
X	Treasurer: Wendy Gilchrist	X	Communications Chair: Stephanie Clark
X	Director/Membership: Briana Colton		Ethics Chair: ryan m. noble
X	Director/Marketing: Jessica Mascenic		Exhibitions Chair: Laura Clay
X	Director/Committee & Comm: Iu-Luen Jeng		Government Affairs Chair: Katie Kamholtz
		X	Multicultural and Diversity Com. Chair: Kristen McCray
	Additional Attendees		Nominations Committee Chair: Adrienne Lewis
X	Christine Nichols- Past Exhibitions Chair	X	Outreach Co-Chair: Lynne Cote
			Outreach Co-Chair: Andrea Valasco
		X	Program Committee Co-Chair: Annie Arnold
		X	Program Committee Co-Chair: Camille Baker

- Call to order - 1:34pm
- Establish quorum

Introductions (ice breaker) - Lariza (30-45 min):

*(*Iu-Luen asking fun ice breaker questions)*

- General introduction to service in IATA
 - planning and working on bettering processes
 - purchasing/communications/etc...
 - Overview of need for collaboration
- Hand out job description
 - review job descriptions
- Propose Yearly theme of service
 - How do we put ourselves out to the public/ professional face/ branding...
 - Committees need to have plans about how they can support registration/licensure and advocacy to the public/membership

EVERYONE SHOULD BE ABLE TO WORK TOGETHER IN COLLABORATION- THERE ARE PEOPLE HERE TO HELP AND WORK WITH YOU

Question/Answer – Lariza, Iu-Luen, Megan (30 min):

- Open Discussion around service, job description
- Discussion about IATA emails/passwords
 - Introduction of iata Emails-
 - Do not change your password
 - Do not delete emails
 - All IATA business should be sent through your iata email
 - Email photos to communication.iata@gmail.com by the end of January for the website
- Review of Survey Results and discussion about yearlong meeting calendar

- Full board meetings happen second Sunday of every other month-
 - February 8th
 - Time- 5:30-7:30 pm
- Chapter Meetings (open meetings)- Every other month
 - Time: 5:30-7:30 pm
- Touch base with Melissa for the survey results for meetings

*If you are unable to attend a meeting you need to submit a committee update for the agenda to email- secretary.iata@gmail.com

- Discussion about space
 - Continued conversation
 - Next Door Cafe has conference room/space available if needed-
 - Danielle will follow up with a call about space for 25-30 people
 - Parking is difficult
 - Next Door Cafe- may be possibly too small
- Communication discussion- email protocol
 - Face to face is preferred for difficult conversation
 - Any one that is referenced in the email should also be CC'd to the email
- Amy Hahn- skyped in- paused for introductions

Break out groups - Iu-Luen (60 min):

- Groups will discuss general job description and alter if necessary-
 - work towards formalizing this during your break out time
 - List your 3 personal strengths/goals for 2015
- Devise potential goals of the year with the support of the groups

***-Break Out -
Reconvene at 4:12pm as a group***

- Committee Chairs will present to the group
- Begin thinking about committee membership

Break Out Group #1 (Adrienne, Kristin, Lynne)

- discussed potential committee members
- Goals to target membership/ accessibility /CEUs/Programs
- New Membership Class
 - Possible member at-large
- ATCB to get the list of members
- What do you get with membership- how to be clear about incentives...etc...
- Expectation of IATA to have a Multicultural Panel/ Committee
 - increasing diversity within IATA
 - Ways of working with a multicultural lens
 - Targeting other areas geographically
 - Targeting other organizations
 - Reviewed history related to power/politics/etc... related to the creation of this position within IATA
 - Bring back the Living Room Lecture Series

- Partnering with our AATA board liaison- Cheryl Doby-Copeland
 - Pairing up Kristin and AATA/Cheryl
- Accessibility
 - Finding a way to volunteer within the community regularly
 - Increasing partnerships within the community
 - Discussion of possible partnership with CPS
 - Promotional materials for partnerships and branding
 - Outreach through programs

Break Out Group #2 (Programs/ Exhibitions/ Conference/ CCLiaison)

- Programs
 - Bring more awareness to supervision/ CEU events- These were better attended
 - Trying to bring focus back to skill building/art making (i.e. experiential workshops, etc...)
 - But also intentionally choosing the space and type
 - INTENTION- Quality vs. Quantity
 - Having less programs that are well planned/ support/ prepared
 - Scheduling for programs- being intentional
 - Budgeting- for events- shared supplies
 - Programs committee will be meeting next week to work out a schedule, etc...
- Conference
 - Committee met already
 - Advocate Children's Hospital booked and is a free space/ IIT- crown hall space could also be available/ DePaul also a possibility
 - Will meet to solidify some space possibilities
 - Once themes are more solidified meeting with programs and communication
 - Working to reach outside of Illinois to get more speakers/presenters
 - Development/Programming
- Exhibitions
 - Christine and Laura- meeting
 - updated about email log in
- CCLiaison
 - Preventative work on leaving IATA disgruntled
 - Finalizing the budget/theme/etc...
 - Streamlining
 - Formalizing a grievance policy/procedure
 - task force- from MCC/Ethics/
 - Communication Tree- formalizing
 - Student Volunteer- who is going to be reaching out
 - SIUE-
 - CALL Iu-Luen if you need ANYTHING!!!

Break Out Group # 3 (Membership, Communications/Marketing)

- Membership
 - Wanting to be a membership advocate
 - Why should people be members, and what do they get by being members
 - How can communication with membership get better/ increase
 - COMMUNICATION!!! COMMUNICATION!!!! COMMUNICATION!!!!

- Membership receives a list once a month from AATA- so the process of getting membership information is slower
 - Keeping HLM carried over from previous years
 - Communication/Marketing
 - Board Members send your photos to communications.iata@gmail.com
 - Meeting dates
 - 2 e-alerts/month
 - 1 for business
 - 1 for events
 - Check in halfway through the year to see who is opening what and when
 - Looking into how
 - Videos made for the website/accessibility
 - Wiki potentially created for processes
 - What is the difference between a Wiki and google .doc
 - Amy Hahn- archives
 - creative counseling center (in Logan Square) has offered space for meeting for free
 - Treasurer
 - Begin to conceptualize Budget
 - SEND INCOME and OUTCOME
- *PROPOSED BUDGETS ARE DUE TO treasurer.iata@gmail.com by FEBRUARY 1st***
- *Pres/Pres-elect/Treasurer* – discuss budget process and spending process. Also discuss how to communicate this process to board members

Closing remarks

Follow Up-

- **Setting the entire calendar during the February meeting**
- **Next meeting is an Executive Board Meeting February 8th**

Meeting Adjourned- 5:02 pm