**February 23, 2025 IATA meeting notes**
**11:00am-12:00pm**
**Zoom board meeting**

Members present:
Blair Meehan (Membership Chair and Adler liaison)
Jennifer LeRouge (SIUE liaison)
Miriam Wright (SAIC liaison)
Amber Przybyla (President)
Julie Ludwick (Secretary)
researcher observer

Called meeting to order 11:111am by Amber
Blair seconds at 11:11am

1. Membership
    a. Pathways to profession expo: March 11th, 9-2 high school, 2:30-5:00 public access Romeo athletic and events center. May not be able to attend this year, but will ask to be kept on mailing list to future events.
    b. Is there a way to access past members to have people re-sign up?
    c. Send outreach monthly about renewals.
    d. Look through the storage unit for membership materials and pr materials.
    e. Share flyers to put into new students documents at IL graduate schools.
    f. Continue gathering the membership list and update it.
    g. Passwords and chapter roster from AATA has been sent from Amber
    h. We could do a table or booth to have flyers or cards available at the SIUE southern IL conference.
        i. Blair can make a flyer in canva/ see what flyers already exist in google drive

2. Programs
    a. All the March 1st event items organized in this folder: https://drive.google.com/drive/folders/1h0sppS8RhnbnEn9ukjHH7h4sbLzW9I7m?usp=sharing But here are some individual links;

i. Here is the Exam for the event. I have taken the exam multiple times and confirmed the certify'm add-on for certificates to be sent after an 80% exam score or higher for those to receive their CEU certificate: https://forms.gle/sDYRAtNhJBJTqat67

ii. Here are the sign-ups so far. I know everyone has until the 24th, and I will check and update on Monday: https://docs.google.com/spreadsheets/d/1s33ksye8CzqjvlW_Eke7SLzZLIjT9Hejps-flJRM5m8/edit?usp=sharing

iii. This is the Evaluation for the event: https://docs.google.com/forms/d/e/1FAIpQLScBSDqM-BN-11BUIocOafacv4xa-umiyoDvJJEI4Bse2sgSJA/viewform?usp=preview

iv. I haven't made a Zoom link, I need to refresh my memory about which account I need to sign into. I believe it is the president's email?

b. The only updates I have are that most people who needed to update their membership with us immediately paid. I'm wondering if/when those who haven't paid do they not receive the link for the event? Learning lots by reaching out to people! I definitely would like to meet with Blair and we can go through the AATA, and IATA Weebly together since people continue to sign up for memberships up to yesterday, we can make a running excel, the way AATA's is formatted is interesting and a little confusing in my opinion, but I'm learning!

3. Communications-
    a. Our events are not on the calendar tab. Either remove the calendar or update it.

4. Treasurer
    a. A check was mailed for sponsorship of the conference. As well as a sponsorship form submitted. We will have the opportunity to address conference attendees as well. We can decide as a board who can be available to do this. Unfortunately, I no longer can commit to going.
    b. We will be filing taxes through AATA as soon as we receive the documentation for that.
    c. Can we paying for a hotel and cover gas for travel to SIUE conference for one board member to represent IATA? If so, Blair may be able to attend.

d. Blair and Cass collaborate on seeing if there's a correlation between events and people signing up for IATA.

5. SIUE rep -Jennifer
    a. Jennifer can help draft IATA info flyers and distribute at SIUE and distribute at SIUE spring conference.

6. President
    a. SAIC - April 7th - Amber will speak two two classes about IATA.
    b. ITA -Open House, March 21st, brief update about my tour of the space and possible collaboration, we are able to use their space for events.
    c. SIUE Conference - confirm who will be attending
    d. Touching Base before March 1st event
    e. Government Affairs - will meet with Erin
    f. Connect with Cassie to connect with Adler to reach out to students this year about IATA.

7. Social Media Chair -
    a. - promote joining the newsletter
    b. - promote membership benefits
    c. - campaign for December board positions esp. president
    d. - direct followers to business LinkedIn page
    e. - should we create a Bluesky account?
        - email the board your thoughts about it and if we get one, Blair could shoot it out to membership.

Julie calls the meeting to close at 11:58am
Blair seconds.