

**6/6/2017**  
**Minutes-SWCS WV Chapter**  
**2:00PM**

Those present included: Tom Basden, President; Becky Royal, Secretary; Andrea Walker, Melissa Merritt and Suzy Campbell.

The meeting was called to order by President, Tom Basden at 2:06 PM.

### **New Business:**

**Financial/Treasurer's Report** – No Financial/Treasurer's Report, no changes from last month's report.

**Secretary Report** – Becky sent out April and May minutes. Suzy moved to approve the April minutes, seconded by Andrea. Motion carries. Suzy moved to approve the May minutes, seconded by Andrea. Motion carries.

**2017 SWCS scholarship recipients** – Tom got an update from Jeff Skousen, he has the two checks. Both young ladies are now out of town. They asked that we get pictures for the newsletter. We have received one picture so far.

### **Old Business:**

**Newsletter** - Tom doesn't think it is close to being published. He will work on his promised parts and check in with Peg on a publication date. He talked to Jeff and he always thought the newsletter came out in the later part of the year. Melissa thinks it was originally supposed to be a quarterly newsletter, but it became twice a year. Peg used Microsoft Word for the format of the newsletter. It is available online, Suzy will send the link out. Suzy thinks we need to get one out this year. She doesn't want the articles to continue to be wasted. The ones that everyone wrote last year are now outdated. If Peg is too busy or doesn't want the task of writing the newsletter, maybe look and see if someone else would like to take the responsibility on. Tom thinks August 15<sup>th</sup> would be a good deadline for this year. Melissa said Peg has mentioned in the past that she doesn't have the time to take care of the newsletter. She feels it would be okay with her if other people took it on. Andrea said she would work with Melissa to help get one together by August 15<sup>th</sup>. Tom thinks that is a good plan. We need: presidents corner, article on training in July, the group that goes to the International SWCS Conference, take a picture and write up information, get a picture and article of the scholarship recipients. Melissa said previously it was about 7 articles, upcoming events, ballet for officers. If anyone else can think of articles, please let us know. Suzy offered to help write an article with picture of the International Conference in Wisconsin. Jeff will do the scholarship recipient article. Tom thinks maybe someone from the South will do the article for the July workshop. Josh was suggested as the person to write that. Melissa will get the deadline out to those not on the teleconference.

**Chapter worksheet to help improve Executive Council with continuity** - Tom will check and see if Peg has gotten this written to send out.

## **Other Business:**

**Archived files** – Suzy will send Tom an email so she can drop them off. Tom has a student that will scan them and put them on the back up drive.

**Mass email** – Tom is sending out the email on carpooling to the International Conference. He asked the group if the dates were appropriate. Suzy mentioned listing it as “optional dates to leave”. That would give people a chance to decide what works best for the group. This will have flexible arrival and departure. Melissa thinks this may confuse people. List that the van will be leaving on Saturday and returning on Wednesday (Aug 2). Suzy and Andrea are flying.

**Google Doc.** – Melissa asked if everyone could edit the document. She will continue to pass it around and get suggestions from past presidents. Tom thinks we should review the document during one of our teleconferences.

Tom hopes Jamey’s husband does well and that all of us keep him in our thoughts.

## **Schedule next meeting**

**July 12, 2017 at 9am.**

Motion was made to adjourn the meeting at 2:44pm by Suzy and seconded by Melissa; Motion Passes.