

MCDAB Meeting Minutes

August 14, 2018

6pm

- I. Members present: Jennessa, Amy, Jackie, Matt and Willard
- II. Maura checked the MCDAB mailbox and found many letters, some dating back to 2016. She will check it before every meeting.
- III. Matt said we are fully approved to use AEGIS's conference room on October 19th. The conference fee will be \$75 per attendee. Matt said Crossflow Technologies will be a sponsor for the seminar. We will all need to work to find sponsors.
- IV. The speakers for the seminar are Graham Sisson who will speak about disability etiquette, Ashley McLeroy or Phyllis to discuss low cost/no cost accommodations, Teri who will speak about updates to ADA and someone from the Social Security Administration.
- V. Maura suggested inviting Senator Butler and Jackie will contact him.
- VI. We will need to make flyers, a sponsorship letter and levels, a press release and application. Matt will take care of all of these things. Jackie mentioned that James Clemons Jet Press was present at the last event to take pictures and video. She will contact them to see if they are available for this year. Jackie also mentioned that they had nametags, gift bags and certificates made. We will see if we have any MCDAB bags left and will use those as the gift bags for attendees. Some things to put in the bag would be notepad, pen, and things from the seminar sponsors. Jackie mentioned that they gave a small gift to all the speakers and we will discuss some possible gifts. The Botanical Gardens gave plotted plants as centerpieces for the last seminar and Jackie will contact them again to see if they would like to do the same thing this year.
- VII. Willard is going to look into the magnetic nametags that were ordered several months ago.

- VIII. Matt said everything should be ready with the CEUs from HRCI. We just need to pay the \$250 fee. Jackie made a motion to have MCDAB pay the \$250. Amy seconded the motion. We voted and everyone was in favor. Willard will give a check to Matt who will then pay HRCI.
- IX. We need to make sure the MCDAB flyer has been updated. Jennessa sent Cole an email to find out if he has already updated it.
- X. We discussed getting things ready for the Madison Street Festival. We will get everything together and see if we need to order any supplies. Jackie said we should update the Needs Assessment Survey and have it available for the Madison Street Festival.

Action items:

Matt – Get check to HRCI so CEUs can be approved for the seminar, Create flyer, sponsorship letter and levels, application, and press release. He will also post on the MCDAB site about us looking for in kind donations of food for the seminar.

Willard – Write checks for Trunk or Treat (\$200), Teacher Workshop (\$500) and to HRCI for CEUs (\$250). He will also check on the status of the magnetic nametags.

Jackie – Contact James Clemons Jet Press to see if they will be available for the seminar, contacting Senator Butler to see if he can come to the seminar, and contact the Botanical Gardens regarding centerpieces.

Maura – She will look into the method of payment for the Madison Street Festival, contact Jenny Evers about taking Michael's place on the MCDAB Board, check mail for IRS form

Jennessa – She will contact the Chamber of Commerce regarding gift bags

Amy – will follow up with the MCDAB post about in kind donations of food for the seminar, contact Norma regarding Making Waves and who will be present from MCDAB

Everyone – Work on getting sponsors for the seminar