

## Steering Committee Meeting

Decided to split up responsibilities similar board positions

“Treasurer” **Patricia & Tara**

- Pay for po box
- Pay for storage unit
- November 15th: filing the group 990, Return of Organizations Exempt from Income tax

**Will:** will coordinate with Maureen

- Collect mail
- Responsibilities to RID
  - August 15th: list of board of directors info & mailing address
  - Sept 15: Submit annual report (Jess will complete for us)

**Sandra & Kirsten**

- Oversee committees
  - Committees run independently

**Patrice:**

To oversee the email

**Jackie & Tara**

Transition to oversight of the website and postings of upcoming workshops, etc.

**All**

- Run general meetings twice a year
- Meet as needed to discuss the chapter
- Organize and run elections for a new board when there is member interest
- Maintain housekeeping for LIRID

**Goals:**

Draft a letter to the members introducing steering committee and lay out next to come: elections, recruitment for board positions, vacant committee chairs (webmaster/publication committee)

Sandra to draft

Jackie: Include videos in ASL with each communication

1st letter intro

2nd letter: one geared to board members vs. committee chairs (certified vs. associate)

LIRID Town Hall meetings: possibly Sat, Aug 15, morning & Thurs, Aug 20, evening

Can introduce steering committee function

RID request for member participated

Need to confirm GTM usage for town hall from Jess

Next meeting is Fri, Aug 14 at 7pm

Committee chair positions vacant/ to be vacant:

CMP

Webmaster

Publications

Notes/suggestions/feedback:

Great first meeting! Thank you