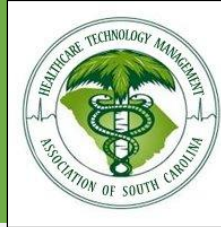


HTMA-SC Meeting Minutes



Project Name	HTMA-SC Board Meeting	President	Andrew Stiles
Purpose	Board updates and discussion	Vice President	Dan Paladino
Date/Time	November 1, 2017 / 12:00 to 1:00 PM	Treasurer	Mary Coker
Location	Teleconference	Secretary	Howard Scarver
Conference/Web Number		Corporate Liaison	Pat Lynch
Attendees Present	Andrew Stiles Paul Mundy Mary Coker Patrick Lynch Nathan Tucker Howard Scarver		

Minutes

Topic	Desired Outcomes	Facilitator	Minutes
Financial	Updates	Mary C.	Paid to GA HTMA \$1185.00. Account balance \$6,400.00. Monthly obligation for Wild Apricot (website) \$130.00; recommendation to inquire about annual payment to save money over monthly
Training	Company partnership	Andrew S.	Open item, in discussion with Companies to bring 4-8 hour training sessions at reduced rates.
Community Service	Giving back to the HTMA community	Andrew S. Pat L.	Discussion to donate to who and how much to organizations who are making a difference in our profession. Suggestions www.mymeta.org and https://makehtmgreatagain.wildapricot.org/
Policy Manual review	Update	Howard S.	Review and update for our association
Scholarships	Opportunities for improvement	Andrew S. Pat L.	Discussion to fund scholarship. Scholarship for CBET or entry level applicant. Discussion to determine which will enhance the career field. Open
Recruitment	Increase HTMA numbers		Open discussion on how to increase the visibility of the career field to Middle and High School student during careers days or fairs. A subcommittee was established (Mary C, Paul M, Pat L. and Nathan T. volunteer) to research and present at the next

HTMA-SC Meeting Minutes



			meeting.
Vendor Sign up form	Update form	Pat L.	Revise on-line form
	Old business		
	New business	Andrew S.	New Corporate Liaison position was open for discussion. After discussion, Mary nominated Pat Lynch and seconded by Nathan. Pat is our new Corporate Liaison. See attached responsibilities flow chart.

Action Items

Who	What	When	Progress
<i>Person Responsible</i>	<i>What was discussed</i>	<i>Completion date</i>	<i>Ongoing/Completed</i>
Howard S.	Policy manual revision		ongoing
Pat L	Vendor sign up form revision		ongoing
Andrew S.	Types of scholarship and who will fund		ongoing
Career Day subcommittee Mary, Pat, Nathan and Paul	Toolkit for career days		ongoing