

SCHB Special Exec Comm June 19, 2023

Attending Members: Harry Elston, Neal Langerman, Arlene Garrison, Bill Carroll, Barry Streusand

Others present: Sheila Murphy, Marge Matthews

1. Minutes of the May 8 and 15 meetings were approved. **ACTION: Arlene will send the final minutes and Neal will have them posted.**
2. Treasurer's report
  - a) Neal provided the monthly treasurer report. No actions of note.
  - b) Neal mentioned that a one-year Survey Monkey license has been purchased for the section, Joe and Xu have been using it,
  - c) Neal will be on travel this week through July 23. He will be able to make electronic payments. If anyone needs a check, please tell him ASAP as he will not be able to send checks while on travel.
3. Bill, Barry and the group discussed final plans for the election. **Actions planned:**
  - a. **Harry** will write a note to send to the official list of voters advising them to be watching for the election soon. He will ask Jennifer to distribute the note ASAP.
  - b. **Harry** will add the email addresses to the Election Runner and start the election on June 22, assuming the note has been distributed before then.
  - c. The election will be open June 22 to midnight July 7.
  - d. The main item of business at the July 10 meeting will be certifying the election.
  - e. After the election is certified, **Bill and Barry** will notify the candidates of the outcome.
  - f. After the candidate are notified, **Harry** will send a note to the Division mailing list announcing the outcome.
  - g. **Harry** will send a Doodle Poll to the elected officers and the temporary officers to find the best time the week of July 31 to have a first meeting of both groups.
4. Harry discussed the proposed agenda for the all member BMGT virtual meeting.

7 Aug, 7PM – 8PM Central time. Via Zoom

- a. Need to decide best way to advertise and distribute link. **Action item: Harry will contact Jennifer about best practice and prior methods.**

Proposed Agenda

- b. Officer and Committee reports
  - i. Chair's Report
  - ii. Treasurer's Report
  - iii. Programming Report
- c. Meet the new officers who take office January 1, 2024
- d. "New business" (that does not have immediate impact to division, i.e. Regional Meetings, New Projects, etc.) to be tabled until 1 Jan 2024 after New EC in charge.

5. After discussion, the next regular Exec Cmte meeting was set:

**The next meeting is July 10 at 5 pm Eastern.**

**Harry will send the Zoom link and a reminder close to the meeting date. ACTION: Harry will provide a Zoom link as Arlene will not be able to attend.**

**Note: Minutes approved September 5, 2023**

**Signed, Arlene Garrison, Interim Secretary**