

INDIANA AHEAD EXECUTIVE BOARD MONTHLY MEETING

Monday, March 20, 2023

1 pm ET via Zoom

Attendees:

- President: Kevin McCracken IUPUI
- President-Elect: Nick Baumgartner Ball State
- Treasurer: Marie Macher Purdue University Fort Wayne
- Secretary: Debbie Brenton University of Evansville
- Communication Coordinator: Kelsey McClain Goshen College
- Membership Coordinator: Sarah Martin Ivy Tech - Columbus
- Educational Resources Coordinator: Natalie Albert IUPUI

Old Business:

- a. Conference Committee
 - a. Kevin agreed to send an email to IN-AHEAD list serve to solicit committee volunteers
 - b. Committee needs to decide the date, location, advertising, catering, etc.
- b. By-Laws review/committee
 - a. Kevin asked for 1-2 volunteers to help him review By-laws
- c. Communication with membership process
 - a. Kelsey agreed to communicate monthly meeting dates and topic information with members
 - b. Calendar invitations will be sent to members for the last Friday of each month with alternating months for open forum talks and professional development
 - c. Natalie agreed to send topic information for monthly member meetings to Kelsey to share with members at the appropriate time.
 - d. Sarah will add new members to the member Excel sheet. She will talk with previous membership coordinator regarding this process.
 - e. The board agreed that a message should be sent to members regarding membership renewal and dues
 - f. Official email messages to the list serve should be approved by at least one executive board member before sending.
- d. Membership Survey Committee
 - a. Sarah and Kelsey volunteered to meet separately to create a survey
 - b. Natalie will search through Google forms for surveys the group have used in the past
 - c. Survey will be reviewed at next exec meeting before sending to members.

New Business:

- a. Date and Time of Board Meetings
 - a. Next exec meeting is April 17 at 1pm ET
 - b. Exec board will discuss day/time for future meetings again at next meeting when all members are present
- b. Topic for March IN-AHEAD Talk
 - a. A main topic will be chosen for open forum discussions with the caveat that we can discuss other topics and items during these meetings
 - b. The topic for March is remote participation
- c. New Drive Folders
 - a. New exec board members were given access to IN-AHEAD Google Drive and file folders for saving meeting agendas and minutes.
- d. Affiliate Renewal
 - a. Kevin is working on the affiliate renewal form.