



MEETING MINUTES

Pennsylvania Highlands Chartering Chapter Officer's Meeting

Location: Conference call

Meeting Date: December 2, 2019

Start/End Times 8-9 PM EST

Attendees Present

- Erika Hough
- Ryan McCracken
- Angie Singer Keating
- Cathy Torok
- Matthew Becker

Items for Discussion

- Locations for future events due to issues with PSU requirements
- Potential for rescheduling the canceled speaker from November
- Discuss financial situation
- Discuss sponsorships

Action Items

- Ryan will reach out to South Hills to discuss the feasibility of their location for chapter events
- Ryan will find out if the canceled speaker can reschedule and whether or not they can provide a backup speaker next time
- Angie will continue to try to contact Brian Shrift for the handover of Treasurer duties
- Cathy will start conversations with sponsors for renewing sponsorships
- Erika will begin prepping the annual report soon

Next Meeting date, time and location:

- The officers plan to have another meeting within the next week for updates on action items
- The next event with a speaker is tentatively planned for the first week of January or February