Agenda

PROGRAM LEADERSHIP MONTHLY MEETING
TUESDAY, FEBRUARY 7TH @7:30P via ZOOM

Opening Meditation/Prayer

Roll Call

Key Program Updates

1. **Training:** in progress for committee meeting training, TIF, memberclicks, Zoom and all other resources > Soror Retina

2. **Admin/Housekeeping**
   - Communication: Programs Elist & Groupme
   - Zoom scheduling/program zoom account
   - TIF -Permissions, event, meeting set up & approvals (Soror Andrea)
     - Role of Chairman-making sure all PC follow-up on approvals
   - Memberclicks- make sure you subscribe to the programs Elist & your committee's elist, no other special access needed

3. **Committees**
   - Meetings: please schedule the 1st meeting with your committee by the end of February if not met yet or send an email
   - Committee invitations: send both to the chapter & memberclicks Elists
   - Committee meetings: send your committee meeting dates to Soror Andrea to add to the chapter calendar
     - TIF: chairman/co-chairman should set these up meeting set up & approve all hours
   - Other: committee engagement, meetings tips & best practices

4. **Events**
   - Approval: (Kay)-chapter calendar & approval prior to adding in TIF
     - 10days-2 wks
   - Other TEO committee support for advanced planning: marketing, publicity, technology, standards (surveys)
   - In person events: approval required in advance (Soror Kay), protocols & review how we'll operate

- External communication should be approved by Bas, AB & Risk Mgmt (TBD)
- Communication to the chapter via email & TIF language
- Project coordinator responsibilities- vax list 24 hrs, covid tests
- Program Planning guide- *In progress*

5. **Monthly Reporting – 2022 updated & active**
- Program Activity Report – PARs -submitted within 72 hours of the event (Soror Retina & Andrea)
- Photos- Repository, facebook photo albums (Soror Retina & Andrea)
  - Role of Chairman/Co-Chrm-making sure all PC follow-up

6. **Budgets/vouchers**
- Budget: does everyone have access?
- Vouchers/Expenses: program expenses are submitted from the foundation
  - <u>ONLY</u> the Committee Chairman can submit vouchers
  - Approved on Tuesdays
  - When in doubt, ask ahead of time

7. **Awards- SARC Awards (NOW)**

8. **Committee general updates**
- Target 1- HBCU
- Target 2: Women's Healthcare & Wellness
- Target 3: Economic Legacy
- Target 4: The Arts!
- Target 5: Global Impact
- Akadettes
- PACE
- BIB/Food Pantry

Closing/Wrap up/Next meeting- 1st Monday @8:15p
- Mon, March 7th
- Mon, April 4th
- Mon, May 2nd to be moved
- Mon, June 6th