

## AIPG Executive Meeting Minutes – 01/26/2015

- Introduction:
  - o In attendance: Adam Krieger, Bruce Johnson, Dan Hunter, Gil Gabanski, Jake Dalbec, Jane Willard, Mike Hultgren, Nathan Gruman, Paul Putzier, Paula Berger, Tim Grape, Tonia O'Brien, Sara Nelson, and Shanna Schmitt
  - o Jake will send out AIPG-MN and AIPG Nation by-laws to the meeting attendees
  - o **Attendees were asked to define their role as to what the current position holder understands it's duties and expectations are**
- 2015 AIPG Executive Committee:
  - o Motion to approve Paula Berger, Laura Scheid, Paul Putzier, Gil Gabanski and Dan Hunter as 2015 Executive Committee People (Directors) was passed.
  - o Other 2015 ExComm Officers are Jake Dalbec-President, Shanna Schmitt-President Elect, Tonia O'Brien-Vice President, Adam Krieger-Secretary/Treasurer, Nathan Gruman-Director/Past President
- Establishing the 2015 Committee Chairs and Appointed Position:
  - o Motion to approve the 2015 Committee Chairs and appointed positions of Jane Willard-Editor, Marcella Hartman-Communications Chair, Paula Berger-Sponsorship Chair, Damon Powers-Screening Committee Chair and Membership Committee Chair, Nathan Gruman-Education Committee Chair, and Bruce Johnson- Field Trips and Legislative Committee Chair was passed.
  - o After voting Gil brought up the item of trying to get AIPG "younger", and maybe utilizing the new AIPG-MN website to do so; reach out and track new members that sign up to be AIPG members
  - o Further definitions of each role from the appointed chair is sought
- Education Committee Discussion:
  - o Resume review process for students in AIPG
    - Gil and Dan volunteered to lead the committee with assistance from Tonia, Shanna, Nathan and Jane
    - Will have recommendations for committee and tentative plan for next ExComm meeting
  - o AIPG Student Chapters
    - Signing meeting with UST will be finalized by Sara and the UST Chapter for February
    - Effort to establish 1 AIPG member to be the "contact" for the student chapter was discussed and the group agreed that it seemed the most logical
    - Jake will contact Vickie from AIPG for a student list, and also ask advice from other chapters on how they have successfully kept continuity with student chapters
  - o Following up with Student Chapters
    - Shanna volunteered to absorb this role with the webmaster role

- AIPG-MN Newsletter:
  - The frequency and content of the newsletter was discussed
    - Start with monthly editions, and see if that seems to work
    - Content will include discussions of ExComm meetings, upcoming events from AIPG as well as potentially MGWA and SME, job postings
- Next Meeting
  - Scheduled for 03/23/2015 at 12:00 to 1:30
  - Potential topics will include:
    - Summary of Section Officers, Director, and Chair-People roles and responsibilities
    - Student Chapter Relations
    - Standardized Welcome Email Templates
    - Ethics Training
    - Fundraising
    - Membership
    - Resume review status
    - Grant/Scholarship subcommittee restructure
    - Sponsorship subcommittee restructure
    - Online member survey