

**Agenda**

EdTOA Exec conference call
1:00 p.m. on Thursday, December 14, 2017
Call-in number: 607-777-3200
Access Code: 65263675

* Call to Order
	+ Present: English, Kenyon, Meyers, Romero, Taverna, Tucci
	+ Absent: Larrivey, Trapp
	+ CtO@1:08PM
* Approve previous meeting minutes
	+ Change spelling mistake “Meyers” not “Myers” - \*will need to update on website as well
	+ Motion: Mark
	+ 2nd: Drew
* Old Business
	+ Website content
		- Next post?
			* Need input and a volunteer to write it. - will be a standing agenda item; Fermin will do another What’s on your Bench, need another article. Mark will post something before next meeting, Drew will do January post as well. Mark is working on knowledge base, will discuss in vice chair report. Should we put a callout on listserv for articles - would like to have more examples on website before doing so. Melaine will forward Fermin contact info for someone who could repurpose a newsletter article.
			* Discussion on purpose of the website: since the website is public perhaps we should steer away from seemingly like we are favoring vendors or reporting on vendor shows; informational not promotional; should we continue to post upcoming vendor events on the website or only post those to the listserv?
	+ CPD Crestron – Emily report on what sapphire marketing had to say. - Tabled; Mark will forward rep contact info to Fermin who will follow up on Crestron training
* New Business
	+ Extron Class @ CPD - 2 classes set week of March 19th, 19-21 Control Professional class, 22-23 Control Specialist class, Syracuse at CPD, free registration with lunch provided. Participants need to pay for travel and dinner arrangements. Small classes, 16 seats, first come first serve, need to indicate interest to Drew. First 16 get it with 2 alternates in case someone needs to cancel. Fermin will send announcement out. Specialist is recommended before taking Pro. Coding background recommended for Pro. Intentionally offered this way so that people don’t sign up for both.
	+ Rochester show update - was like a mini-vendor show, good event
* Reports
	+ Vice-Chair - Knowledge Base system for website; archive of listserv discussions? would that be appropriate for the website? Would need to be manually curated into a login protected area. Fermin, Mark, and Chris will have a conversation on this and report next month on how we can move forward.
	+ Treasurer - holding at $16,529.95, expecting about $1,000 to go out for pre-purchased items for STC 2018.
	+ Secretary - Looked at ways to automate archiving listserv, but it seems like it would have to be a manual process.
	+ Programming and Practice - No new updates, will be looking to see if Adirondack is still willing to host a forum in the Spring
	+ External Liaison - CCIO November minutes were sent out, December minutes should go out late next week; COA will be hosting Windows 10 deployment session
	+ Membership - no report
* Next Meeting January 11, 1:00 pm
* Discussion for next meeting on Infocomm/AVIXA switch over - what will our access look like?
* Adjourn
	+ Adjourned@2:01PM