

**Agenda**

EdTOA Exec conference call
1:00 p.m. on Thursday, March 8, 2018
Call-in number: 607-777-3200
Access Code: 09318809

* Call to Order
	+ Present: English, Kenyon, Larrivey, Meyers, Romero, Taverna, Tucci
	+ Absent: Trapp
	+ CTO@1:04pm
* Approve previous meeting minutes
	+ Motion: Drew
	+ 2nd: Bill
* Old Business
	+ Website content - Mark and Fermin have been working on getting content on website; 10 people signed up from updates after email announcement; Meet ED section of website
		- Next post?
	+ Extron Class @ CPD
		- All set? - Yes. Drew reported almost full classes. We filled 12/16 in Pro and 10 in specialist - Extron filled remaining seats with other local college folks, but majority is SUNY people
* New Business
	+ Sessions for STC
		- Form sent by Bill - Drew reaching out to people, a little behind of where we want to be at this point in March. Would like to have sessions set by end of March for marketing and planning. Need to fill 10 sessions, 11th is our general business meeting. Double session Birds of a Feather Community Colleges, Green Technology, SUNY Accessibility Policy, Live Video Events and Closed Captioning, 2 placeholders, need 3 more could use some volunteers. Fermin will help moderate BoaFCC session. Drew and Kelly will reach out to people who have indicated they may be interested in presenting. Fermin will reach out to select people on doing short-format topics and What’s on your bench live show.
	+ Regional forum
		- COA is doing a Win10 forum in June (also next week)
			* Can we co-sponsor - Yes, Drew just needs to know financials. Crystal Pearlman from Alfred is hosting - Fermin will get Drew contact info
			* Crystal Pearlman (Alfred)
* Reports
	+ Vice-Chair
		- Meet ED post on website, Brad Snyder; Going to visit Delhi, looking for items to feature on website; getting momentum adding content to website; were we going to offer entry into a drawing each month for What’s On Your Bench and Cool Spaces entries? - Yes; Created easily fillable templates for submissions; looking for suggestions on training for WordPress; Membership can start reaching out to people as well for more content; Exec Board also encouraged to solicit content
	+ Treasurer
		- $14,959.48 balance; last purchase 1 year renewal of Avixa; lunch for upcoming forum; duffel bag order (50) can use as gifts for website posts
	+ Secretary
		- No additional report
	+ Programming and Practice
		- Sent reminders about forum hosting
	+ External Liaison
		- CIO minutes sent - including CIO Leadership, Security, Wizard, STC; Workplace updates
	+ Membership
		- No additional report
* Next Meeting April 12, 1:00 pm
* Adjourn
	+ Adjourned @ 1:44pm