

P.R. MEETING MINUTES (4/28/2024)

1. Call meeting to order (2:31 pm)
2. Roll Call – P=Present A=Absent V=Vacant F=filling In

<ul style="list-style-type: none"> ● PR Chair ● Secretary ● Literature Coordinator ● Helpline Coordinator ● Special Projects Coordinator ● Web Coordinator 1 ● Web Coordinator 2 	<table border="1" style="border-collapse: collapse; width: 30px; height: 100px;"> <tr><td style="text-align: center;">p</td></tr> <tr><td style="text-align: center;">a</td></tr> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">f</td></tr> <tr><td style="text-align: center;">f</td></tr> </table>	p	a	v	v	v	f	f	<ul style="list-style-type: none"> ● PR Vice-Chair ● H&I Coordinator ● Schedules Coordinator ● PI Coordinator ● Newsletter Coordinator ● 	<table border="1" style="border-collapse: collapse; width: 30px; height: 100px;"> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">p</td></tr> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">v</td></tr> <tr><td style="text-align: center;">p</td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	v	p	v	v	p	
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3. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- H&I Coordinator- Mary reported h&I spread thin, need more panel leaders and committee members as members are stepping into 3rd and 4th held positions on the committee

4. New Business –

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. Greg reminded us that web 1 & 2 are open at the end of the month. agreed to stay in position for another 3 months while we all share around that positions are open and in need of help
 - ii. Schedules greg to possibly take over after web chair position is filled, until then nicole and lennox can help to cover
 - iii. Alan brought a suggestion to remove the "Facility temporarily closed" tag on online meetings that are zoom only - agreed on by the group. Alan to execute.
 - iv. Oliver brought up a personal conflict with newsletter deadlines and proposed staying in the position with additional flexibility or stepping down. After discussion, they agreed to stay in position and do what they could.
 - v. group reviewed open positions: chair, vice chair, lit coordinator, special projects coordinator, helpline coordinator, pi coordinator, schedules coordinator, web 1 & 2 ,
 - vi. Lennox to email ASC to ask to be appointed interim PR chair and confirm at ASC may 2nd for official appointment.

5. Call to close (3:08pm)

Reports

PR Chair

PR Vice Chair

Secretary

H&I Coordinator

- Mary reported h&I spread thin, need more panel leaders and committee members as members are stepping into 3rd and 4th held positions on the committee

Literature Coordinator

Web Coordinator 1

Web Coordinator 2

Helpline Coordinator

PI Coordinator

Special Projects Coordinator

Newsletter Coordinator

Schedules Coordinator