**Agenda for Executive meeting February 1st 2021**

10am <https://upstate.webex.com/meet/tsistijo>

Opening remarks and welcome new officers 10:00-10:05

Old Business:

1. Conference wrap-up (Denise 10:05-10:10)
2. Chapter Finances (Ginger 10:10-10:20)
   1. 2020 Budget totals
   2. Amended 2021 Budget
3. Review and finalize online payment system for Chapter dues and conference registration (WA committee 10:20-10:25)
   1. 2021 Dues $25 (Beth)
   2. Roles related to Wild Apricot that require more additional training: Treasurer, Membership Chair, Communications Co-chairs, Vendor Coordinator, Registration Committee Representative, Chair (Olivia)
4. Archives & Record Keeping Work Group (Lorraine 10:25-10:30)
   1. Approved motion from October 25, 2019 Executive committee meeting for the formation of a records management and archive task force

New Business:

1. 2021 Conference (MaryJo 10:30-10:40)
   1. New committee structure and members
   2. Conference planning update
2. Web Support Contract (Olivia 10:40-10:45)
3. Scholarship Donations (Lorraine 10:45-10:50)
4. Additional CE events (Denise/Sarah 10:50-10:55)

Save the date Summer Executive meeting - WEBEX June 24th 9-12pm

Adjournment