

# Pro-Tech Council | MINUTES

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February 9, 2015 | 9:00 a.m. | OIT Conference Room, CL 242

## Attendees:

Linda Davis - Chair

Scott Cohen

Mary Jane Bassett

Countance Anderson

Patrick Davis

John McCommon

*Victor Garcia – Past Chair*

*David Clark – Absent*

## AGENDA TOPICS:

### Old Business

#### 1. By-Laws Updates

A corrected version of the by-laws were reviewed and discussed by the attendees. No issues were identified. Patrick Davis made a motion to accept the corrected version as presented. Mary Jane Bassett seconded the motion. The motion passed by the unanimous vote of those in attendance.

Chair Linda Davis indicated that she would have these presented to the president's office for final approval.

#### 2. Pro-Tech Luncheon and Speaker

Committee Chair Scott Cohen advised the attendees regarding EAP policies for hosting a speaker for an event. In order for a speaker to be officially booked, 15 confirmed reservations must be produced and this must be done with a minimum of 4 weeks in advance of the event.

“Bring Out the Best in Others” is the topic that the attendees confirmed for the event.

Logistics for the event were discussed. Friday, May 15 and Friday, May 22 were determined to be the potential dates for the event with the former being preferred. The availability of these dates are to be confirmed by the council members.

It was determined that David Clark and Linda Davis would make the arrangements for food. Once an official date is determined for the event, an Outlook calendar event would be created and sent to all members of the Pro-Tech community. The number of accepted invitations will be used to determine a headcount for the purchase of food.

The venue for the event was discussed. After discussion, there was a consensus to reserve both the Science Auditorium and the Gymnasium until the actual number of attendees for the event could be determined. Chair Linda Davis agreed to make the reservations.

Other items for the event were discussed. Scott Cohen read the description for the event topic and it was again confirmed that the topic was very appropriate for the audience.

John McCommon agreed to create an invitation that could be sent with the calendar invitation.

The possibility of decorations and giveaways was briefly discussed, but Chair Linda Davis agreed to check into available funding and policies regarding gifts. This would be reported at the next meeting.

3. **Other Issues**

Scott Cohen brought up the idea of having a survey of the Pro-Tech community to get their input regarding a variety of issues. Chair Linda Davis mentioned that this is something that might be able to be done during the Pro-Tech Luncheon event.

Chair Linda Davis mentioned that the next Council should be voted on in May so that the new Council can meet in July. It was noted that this is in accordance with the by-laws. It is being suggested that the vote be done during the luncheon event since a large number of members will be present.

**Adjourn**

A motion to adjourn was made and seconded. The motion passed with a unanimous vote.

The Pro-Tech Council will reconvene March 16 at 9 a.m. An official invitation will be forwarded by Chair Linda Davis.