**Agenda for ANS-NE meeting**

**4:00PM to 4:45PM**

**May 17, 2018**

Conference Number 605-475-4700Passcode 801024#

1. **Roll call and Quorum Declaration**
2. **Approval of last meeting minutes**
3. **Chair Report**
	1. Website update
	2. ANS-NE Record Management update
	3. Election Status
4. **Treasurers Report** (Last meeting results) ***- Pappas***
5. **Open Action Items Status (See Below List)– (All)**
6. **Committee Reports/ Discussion**
7. Membership/Program Committee report (Stamm)
8. Outreach activities report (Kapitz)
9. **Activity Calendar near term required open actions and status:**

**May**

- Submit Report of election results to Executive Committee - ***Election Committee*** (May 8)

- Prepare initial program schedule for upcoming program year - Program Committee

- Appoint representative to attend ANS Annual Local Section Committee meeting during ANS National meeting – ***Chair*** (May 31)

- Update membership list and send copy to ANS Headquarters (should not identify officers) – ***Secretary***

- Section Annual Meeting – Announce election results and discuss plan for next year - ***Chair***

**June**

- Appoint Audit Committee (minimum of two members) to review Treasurer's books - ***Chair***

- Turn over records to incoming Officers & Committee Chairs, and send summary report to Secretary for Section's history file - ***Outgoing Officers & Committee Chairs***

- Update ANS NE Website Officers list- ***Webmaster (June 30) (stamm)***

Attend ANS National (Annual) meeting & Local Sections Committee meeting - ***Section Representative***

- As a result of ANS National Annual Meeting, add the following names to the Northeastern Section **Northeastern Section ANS Activity Management Calendar** Page 3 of 3

mailing list: liaison from ANS National to local sections, Local Sections Committee representative to local section - ***Secretary***

- Nominate committee members and Chairs – ***Chair (Sukesh)***

Approve committee members and Chairs – ***Executive Committee***

- Begin plans for next program year - ***All standing committees***

- Draft budget for next program year - ***Treasurer/ Chair Elect***

Approve budget - ***Executive Committee***

Prepare one-year and five-year plans - ***Executive Committee/Section Development Committee***

Secretaries report to the Commonwealth of Massachusetts: ***Secretary***

Prepare and submit application for Outstanding Section award to ANS National (optional): ***Chair***

**July**

* New program year starts (July 1)
* New Officers and Directors take office (July 1)
* Approve meeting fees and dues – ***Executive Committee***
* Optional-Approve one-year and five-year plans - ***Executive Committee***
* Optional-Send copies of one-year and five-year plans to ANS Headquarters and ANS Planning Committee – ***Chair***
* Prepare and Submit Section Annual Financial Statement for Board review – ***Outgoing Treasurer***
* Send list of Officers and Committee Chairs to: ANS Headquarters, Local Sections Committee section liaison, Local Sections Committee chair and Local Sections Committee Secretary – ***Chair (August 1)***

**August**

* Updates for new Officers and Committee Chairs
* Update the web site ***- Webmaster***
* Update Treasurer and Secretary contact information on the membership application form on the web site ***– Secretary/Webmaster***
* File Certificate of Change of Directors with secretary of state ***– Secretary***
* Submit audit results to Executive Committee for approval - ***Financial Committee***
* Prepare Annual Report, including financial report, and send to ANS Headquarters(either provide full report by August 1 or short form on-line report by August 31) – ***Outgoing Chair***
* Determine key student university schedule and ANS national schedule to prevent conflicts with section program – ***Program Committee***
* Finalize Program through January 31- Program Committee
* Confirm program schedule for upcoming year and reserve meeting room(s) for Sept/Oct. - ***Program Committee***

**September**

* Start fiscal year;/budget year . We file our taxes on calendar year - ***Treasurer***
* Update bank account signature card to add new chair, treasurer and vice chair (optional) and remove those no longer involved ***– Treasurer***
* Hold first program meeting - ***Program Committee***
* Section Members to pay dues for new program year - ***Treasurer***
* Begin membership drive - Membership Committee
* Update student section officers and faculty advisors on ANS-NE mailing list- ***Membership Committee/ Secretary***
1. **New Business**
2. **Next EC meeting: September**
3. **Adjoin**

**ATTACHMENT A**

OPEN & RECENTLY CLOSED ANS-NE ACTION ITEMS (Changes in RED)

| **Action ID** | **Description** | **Responsibility** | Closed(X) | **Comments** |
| --- | --- | --- | --- | --- |
| 2/28-02 | Draft ANS-NE Record Management | D.Kapitz |  | No report |
| 2/28-04 | Submit list of nominees to Secretary - Nominating Committee (Steve & Nadia)(To be done next week) | S.Stamm |  | Nadia to coordinate with Steve. |
| 1/18-08 | Assess ANSNE participation and develop plan for Boy Scout Merit Badge in March with UML | D.Kapitz |  | Ongoing |
| 1/18-05 | Secretary to develop ANSNE Policy on record retention. Will develop a white paper addressing this. | D.Kapitz |  | Ongoing |
| 9/2017-07 | Design Team Mentor – B.Currier and S. Aghara to propose options | B.Currier S.Aghara |  |  |

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| --- | --- | --- | --- | --- |
| 1-18-10 | Perform financial audit. | D. Kapitz/R. Capstick |  |  |
| 1-18-09 | Send list of new officers and board members to ANS national | D. Kapitz |  |  |