

Minutes for Council Meeting of February 13, 2018

(Virtual Meeting using GoToMeeting.com)

Attendees (all on line) – David Manuta, Joe Porcelli, Dick Schauer, Steve Duerr, Bernie Ennis, Tom Vichroski, Catherine Byrne, Girish Malhotra, and Charlie Leonard

Proxies – Anne-Marie Rossmeisl, Richard Goodman

Meeting opened by President David Manuta at 7:03 pm EST. No changes needed to Agenda (Motion made, seconded and unanimously approved).

Due to a schedule conflict, Dick presented his review of the most recent application for membership, by a Professor from Australia. After discussion it was decided to inform him that under our bylaws, he is not eligible for membership due to his proposed arrangement with the university. Schauer was asked to prepare a response which would go out under Manuta's name.

Minutes of January 9, 2018 GTM Meeting highlights read and accepted. Motion to accept was seconded and carried. Suggestion was made that in the future, all recipients read minutes in advance so we could just discuss points questioned.

Duerr presented the Treasurer's report, stating that the Association's finances were in good order. Only two members remain unpaid, with both promising payment. Concerns were expressed about two honoraries – we have no email for Lantos, and the last email to Hays bounced. Motion to accept was made, seconded and carried.

Manuta's President remarks that his main effort was keeping up with the emails, since he was working long hours when the weather permitted. He suggested that coming to agreement on a new trifold brochure was the highest priority.

Duerr had that morning submitted an email with three proposed designs attached and a discussion began on those, starting with the various proposed lists of capabilities. He proposed a list of capabilities that would represent the entire group, and not individuals. After a long series of suggestions on individual capabilities that might or might not reflect the organization, it was suggested that some statement explaining that the list is partial was needed. Further discussions included adding words to the individual items, adding upper case to second items. The latest suggest version was captured by Leonard, and would be forwarded to Vichroski who would prepare the final brochure. There was further discussion and Manuta stated that Porcelli had some new business to discuss. In fact, the new business was the idea that action items like this one should be assigned at the end of a meeting to a volunteer who would work with a smaller group for continuation and conclusion off-line, reporting back at or before the next council meeting. Manuta asked Vichroski to lead this, and he agreed. Manuta, Malhotra, Duerr, and Leonard agreed to participate. The question of a replacement for the "Clearing House" term was discussed. Duerr chatted to all via the GTM screen: "Consultant Help Inquiry" which seemed to have some support from the attendees. There was also a question of whether the Times New Roman font on the brochure made it look "old-fashioned". No decision was taken on either item although a suggestion was made to consider Calibri Font size 11 which is the MS Office default for Word and Excel.

Manuta asked about status of the newsletter, and Porcelli said it went out, and the new issue was scheduled to go out the end of March. Ennis stated that we needed new people including someone to help out with newsletter, and Porcelli agreed that we needed more members to attend the council GTM meetings and to volunteer. Manuta stated that this might be the subject of his next letter for the newsletter. Porcelli asked whether we should send out meeting announcements more frequently. The suggestion to send out the announcement two weeks before and one week before was brought up but there was concern about "saturation". It was then suggested that a number of us might each volunteer to phone five or six people. Porcelli volunteered to put out the list of people with phone number to keep track of who is responsible for which members.

A suggestion was mentioned for attendees to buy a headset including a mike that is not voice activated, and ear phones, so that speakers don't cut others out as happens when PC/Laptop speakers are used. Malhotra asked how members can post articles on LinkedIn, and this led into a discussion of the status of the ACC&CE LinkedIn site. Porcelli will check what rights he has to website (Bonacci had those rights). It was agreed that Porcelli and Leonard would try to work things out.

The next meeting will be on March 13, 2018, starting at 7 pm EDT.

Porcelli moved to close the meeting at 8:07 EST, second by Leonard.