

# Washington DC Metro Chapter Board Transition Meeting

December 11, 2004  
Georgetown University  
9:30AM – 2:30 PM



## AGENDA

### GOALS:

1. Celebrate 2004 accomplishments
2. Clarify what works and to keep doing
3. Forge a joint vision for the Board this year
4. Establish priorities in addressing current issues
5. Action Items for each of us

9:30 – 10:45 2004 BOARD WRAP-UP MEETING

### **President's comments**

### **Committee/Chairs present summary of their areas:**

Written reports from Membership & Finance for the Minutes  
Year-end Financial Report  
Draft of 2005 Budget  
List of Members

**Activity:** Post-it Note Suggestions and Discussion

10:45 – 11:00 Break (*Lunch orders taken*)

11:00 – 12:30 ORIENTATION

**Get re-acquainted** – name, work, why agreed to serve (1 min. or less per person)

**Goodie Bag** – overview of contents on CD and what to do with it

**Vision/Goals for this year** – yours + mine = ours

**Expectations** - How we can best work together

**Activity:** What I'd like to see us accomplish this year  
What I will do to support our goals  
Pet peeves re: meetings

**Review, Summary, Agreement**

**Set Board meeting dates/times/location**

12:30-12:45 BREAK & Get Lunches

12:45 – 2:30 BUSINESS (breaks as needed)

### **Review Suggestions / Hot Issues / Set Priorities**

#### Hot Issues:

- January Meeting
- Membership Retention
  - Membership Dues increase
- Speaker Incentives
- Budget – options
  - Increase fees
    1. member
    2. non-member
  - New venue
  - Fewer Programs

#### Other Issues:

- Website
- Conference scholarship promotion
- Member survey
- Expo
- Joint Professional Association Events
- Certification Rep

**Set Preliminary Program/Event schedule – Topic/Dates**

**Action Items for each of us**