

**Agenda and Minutes SIGMA Chapter Meeting**

**Date:**

**Attending: Sites: 2      Total sites 2**  
**Sigma: Members 4      non-members 2    Total 6**

1 Meeting called to Order by Colleen Landers @7:30

2 Adoption of this agenda. Motion by: Sara Ross      Seconded by Corey Edwards

3 Adoption of the minutes for last SARA H ROSS meeting Date: 09/27/2018      Motion by: Jodie  
Second by: Corey

**4 Minutes**

Meeting was held via teleconference to discuss procedures for calling meetings, informing members of meetings and agendas through email. Also to discuss proper procedures and forms when planning education days and how to go about paying for and keeping record of expenses for those meetings ie: food or travel expenses for members as opposed to non -members. We were also informed that when hosting an education day and planning to have guest speakers or presentations that we must obtain a copy of each presenters' power point prior to the education day to review it an make sure it is in accordance with CSA standards. Finally, budgeting for the 2019 conference was discussed in that if Sigma wishes to send chapter members to conference other than executive team members that it must be budgeted for and it is only registration which is paid for by MDRAO and does not include lodging or travel expenses. Meeting closed with a brief question and answer period.