

Meeting Minutes for 09/17/2021

Start Time: 3:34pm

- Vote on July and August meeting minutes
 - Approved for July
 - Approved for August
- Fall social
 - Current in-person RSVP
 - 9 people in-person, 0 for FB
 - Expected to go up after Mentorship Program Orientation
 - Food order
 - \$300 for food budget
 - Deadline for pre-order:
 - Menu
 - Will finalize order and does not appear to be a deadline to order the food
 - Square account for membership
 - The device is not linked to the account right now and Adam needs his own device
 - Can accept Venmo payments to the HNS account
 - \$5 student membership if mentor and mentee both attend
 - \$5 for all trainees, not just trainees in the mentorship
 - Jenny – we need to have a specific cut-off date (Fall Social) in which the membership dues will carry over to the next year
 - Materials to bring
 - Take a printed list of members to confirm updated membership
 - Books - Kendra will bring
 - Name tags - Chaniqua
 - Pens - Stella
 - Phone stand – Stella
 - Banner for tables – Kendra/Chaniqua?
 - Liaisons assist with livestream comments, raffle sign-up and drawings
 - RafflePro app (free) – students who would like to sign up for the raffle can have their names entered and it will randomly draw a person's name
 - Can post screenshot of winners to FB or on our website
 - Alyssa and Chaniqua will take the lead on
- Virtual fall symposium and poster call
 - Will utilize poster rubric Michael and Tish drafted
 - Schedule confirmation/changes
 - Trainees session breakout rooms: 8:15-8:30
 - First topic (Juvenile HD): 8:30-9:50
 - Break/Poster Session: 9:50-10:10
 - Will use breakout rooms for poster session
 - There was a waiting room and a person managing the waiting room to place people in the breakout rooms
 - Made as many board members co-host so they could move themselves to rooms

- Second topic (Adult HD): 10:10 – 11:30
 - Registration fees confirmation/changes
 - Honorarium - \$250 per talk (\$125 each if co-presenters); total of \$500 for the symposium
 - \$125 for each speaker approved
 - Registration fees
 - Non-members: \$60
 - Members: \$50
 - Students/Retirees: \$15
 - Poster presenters: Free
 - Fixed amount donation option on registration page?
 - Do we want have a specific amount (\$5, \$10, \$15)
 - Increments of \$5, \$10, \$20 approved
 - Jenny – can make donation coupons or discount codes
 - Michael – can we accept donations for speakers
 - We could keep a ledge in excel to keep track of how the donation monies are spent
 - Create symposium flyer
 - Stella will draft flyer and send out for feedback
 - CE for non-member registration
 - Should we consider sending out to colleagues (e.g., neurologists) to increase registration
 - Should we put a caveat that the CE may not count toward CE credits for their state?
 - Likely will not count toward AMA credits for physicians
 - Michael – presented link to fees to get CE credits approved by APA. As we expand to offering CE credits
 - Michael willing to take lead on this
 - CE Items
 - Ask co-presenters to submit 3 CE questions
- HNS mentorship program orientation
 - Kendra reviewed orientation presentation
 - Elections for next year

End Time: 4:33pm

Attendance: Stella Kim, Kendra Anderson, Jenny Stinson, Tish MacDonald Wer, Christina Burrows, Adam Christensen, Michael Williams, Alyssa Krentzel