

Meeting Agenda for 10/15/2021

- Vote on Sept meeting minutes – defer to email votes or next meeting to meet quorum
- 2021 HNS fall symposium – Sat 10/23/21 8:15-11:30AM
 - Reminder to board members to register for the symposium
 - Flyer sent out to UT Neuro Movement Division, presenters also were informed they could invite colleagues at their institutions
 - Presentation recording starts at 8:30AM
 - Adam will update membership list before symposium registration deadline of 10/21/21 to include new trainees who signed up at fall social
 - Contact trainees on the fall social sign-up sheet and inform them to register on HNS website to create username, then manually add payment under membership page
 - Tish, Jenny, and Christina confirmed poster submission deadline extension to end of Tues 10/19/21 would be acceptable, Stella will send email to listserv with this update
 - Michael confirmed he will continue to receive and distribute poster submissions to review panel
 - Panel will email the board with names of the two poster winners by Friday 10/22/21
 - Kendra will create breakout rooms with names, grant co-host privilege to board members who will also be in breakout rooms
 - Have the poster presenters join earlier to set up virtual posters
 - Stella received learning objectives and CE quiz items for the two presentations
 - Kendra will use previous templates to create CE quiz, evaluation form, and CE certificate
 - Kendra will send out Zoom link to all registrants next Friday 5 PM, also to board members and speakers
 - Adam will be cc'ed on emails to Myrna for invoice for plaques and to co-presenters regarding honorarium payment
 - Confirmed ordering new logo to use for plaques moving forward
- 2022 HNS board elections – email Stella or Kendra by end of next week (10/22/21) if any current board member wishes to step down from their position
 - Aim to send out email for nominations to listserv on 10/25/21, close after two weeks
 - If no one steps down for next year, discussed possibly re-opening one MAL position for nominations since board number reduced by one this year
- Next board meeting, discuss plans for 2022 President's reception and create survey items to get feedback from HNS membership for maintaining or increasing engagement

Meeting start and end time: 3:35 PM - 3:58 PM

Attendees: Hannah Combs, Adam Christenson, Stella Kim, Tish MacDonald Wer, Christina Burrows