

METAA
Meeting Minutes
April 15, 2008

Opening:

The regular meeting of the METAA was called to order at 9:30 am on April 15, 2008 at CELT by Jean Tower.

Present:

Ted Dubsy, Tom Barnes, Eric Bouvier, Gail Callahan, Kathy Martin, James Panopoulos, Michael Purdy, Leisha Simon, and Wendy Haskell

A. Agenda

The agenda noted below was agreed upon.
Review and revise bylaws.

B. Approval of Minutes

none

C. Regular Business

The Board worked on the by-laws document. Wendy Haskell worked with Ellen Driscoll and Cynthia Tougas prior to the meeting, so we had a draft to work on together. Revisions were made and we agreed to distribute the draft for comment to all board members and to others who asked to stay informed of the progress of the board.

D. New Business

- 1) Following a discussion about the requirements of incorporating as a non-profit, we agreed to all look for a possible physical address for METAA by asking other associated non-profits if we can use their address.
We will also get a PO box for a mailing address.
- 2) Ted will try to get an EIN& set up a bank account and will report back at our next meeting.
- 3) We need to pay \$275 to submit our papers to the state. Our suggestion is that we each agree to make a donation of \$50 (tax deductible) to METAA for start up funds.
- 4) Jean will send brief press release for inclusion in the MassCUE calendar.
- 5) Jean will send the same release out on the tech director's listserv
- 6) Kathy Martin will add to the Buzzword doc the 12 or so people who asked to stay informed about our progress and will share it with them as "Reviewer" so they can leave comments and questions.

7) Jean will fill in the form for articles of incorporation using the information we put together at the meeting and will share with the group.

8) James agreed to work on the communications committee with Kathy Martin and is especially interested in creating some interactive sections on our web site.

9) Eric will create a techdirectors.org email account for James.

10) We have 3 proposed dates for our next meeting. Jean will send a link to a doodle poll to determine the best date to meet.

E. Agenda for Next Meeting

We agreed to review and revise the Articles of Incorporation document together and address new business as required, and to hear reports on the action items agreed to above.

Adjournment:

Meeting was adjourned at 11:30 am by Jean Tower after unanimous vote.

Minutes submitted by: Jean Tower

Minutes approved by vote of the board on May 21, 2008