**RTSS Board Meeting September 27, 2022**

Via Zoom

Present: Lisa Barricella, Kristin Calvert, Patricia Dragon, Tiffany Henry, Claire Leverette, Jamie Stroble, Sam Thorne

**Agenda**

1. Approval of minutes from the August meeting: **Minutes approved.**
2. Updates on Virtual Poster session
	1. Acceptance emails sent out 9/21
	2. Presenter numbers (asked to reply by Friday 9/23): **The latest: Have heard from all 9. Eight out of 9 will be able to attend the event on 10/26. The ninth will submit their recording and receive questions by email afterwards.**
3. Planning for Virtual Poster Event
	1. Marketing email for listservs & blurb for next NCLA newsletter: **The latest: Tiffany has sent graphic that Jamie created and blurb that Sam wrote to marketing committee for NCLA October newsletter. She also sent the blurb for the NCLA calendar update.** **Need: The** [**calendar**](https://nclaonline.org/event-4922028) **still needs to be updated as of 10/4. Need** **email to NCLA list announcing webinar and taking registrations. This email will link to program in google drive. Who is sending this?**

**Program:** [https://drive.google.com/file/d/15ocxQMNID18N5CVhCo3jv4VIwm8F5rV3/view?usp=sharing](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F15ocxQMNID18N5CVhCo3jv4VIwm8F5rV3%2Fview%3Fusp%3Dsharing&data=05%7C01%7CDRAGONP%40ecu.edu%7Ca06d44fa0cea4fdc314208daa2dec1a4%7C17143cbb385c4c45a36ac65b72e3eae8%7C0%7C0%7C638001374879344135%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bSSCaqETP59Iy%2BMuOfV6cBbMkt%2BKflfn8uIeW4dWBXc%3D&reserved=0)

**Graphic:** [https://drive.google.com/file/d/1GTtSI4GNobHCZ\_O-I7kuGS-scMrnObKR/view?usp=sharing](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1GTtSI4GNobHCZ_O-I7kuGS-scMrnObKR%2Fview%3Fusp%3Dsharing&data=05%7C01%7CDRAGONP%40ecu.edu%7Ca06d44fa0cea4fdc314208daa2dec1a4%7C17143cbb385c4c45a36ac65b72e3eae8%7C0%7C0%7C638001374879344135%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7NGjcyr0H0r7QeJO7bs83AR7y%2BwwsNLpo2gvosLIGAw%3D&reserved=0)

* 1. Moderating for the event: **Lisa. Will do an introduction. Decided we don’t need a practice session. Shuffling slides/videos for the event and pressing record: Tiffany. Monitor chat and post link to google drive folder (where is this?) with presentations: Patricia.**
	2. Creating slides for event (Introduction/Q&A/RTSS commercial): **Jamie (powerpoint or google).**
	3. Posting recordings & files to NCLA RTSS webpage: **Actually Tiffany will put them in RTSS google drive.**
	4. Other tasks? **We all need to register. When we get the videos we need to check them to make sure they play. Put program on calendar announcement?**
1. Questions
2. Quick recap/action items: **Sam has started a list of roles/duties of Board members, needs to put it in google drive. Needs link.**