**RTSS Board Meeting October 10, 2022**

Via Zoom

Present: Barricella, Calvert, Dragon, Henry, Leverette, Moore, Stroble, Thorne

**Agenda**

1. Approval of minutes from the September meeting – Minutes approved
2. Updates on Virtual Poster session & planning
   1. Calendar updated as of 10/6 (link: <https://nclaonline.org/event-4922028>)
      1. Any other edits need? – There were a few more edits recommended. Tiffany will work with NCLA admin on those.
   2. Sending out marketing email to NCLA listserv & others – volunteer? – Sam will send to NCLA today (10/10) and will resend on 10/24.
   3. Other tasks? – Tiffany will run the videos on the day of the webinar; might need a backup person TBD. Lisa will work on a post-attendance survey via Google forms. The Board should view videos in advance and prepare some questions for the webinar in case conversation needs boosting.
3. Other items
   1. Links & permission to planning documents updated – We tested putting videos in the public folder and adjusted file size limits. Think all is well?
   2. NCLA Executive Board meeting coming up on 10/28
4. Questions
5. Quick recap/action items

**Links:**

* Public folder for presentation files (empty as of 10/7): <https://drive.google.com/drive/folders/1ebsDqOGrJi72RNK6u_OSedQZT_MhhT31?usp=sharing>
* Program: <https://drive.google.com/file/d/15ocxQMNID18N5CVhCo3jv4VIwm8F5rV3/view?usp=sharing>
* Graphic: <https://drive.google.com/file/d/1GTtSI4GNobHCZ_O-I7kuGS-scMrnObKR/view?usp=sharing>