**RTSS Board Meeting July 26, 2022**

**Present:** Chris Baker, Lisa Barricella, Patricia Dragon, Tiffany Henry, Jamie Stroble

**Agenda**

1. Approval of minutes from the previous meeting: postponed due to lack of quorum.
2. Working session for [Fall & Spring Events planning document](https://docs.google.com/document/u/0/d/1x9uspsZHZehDfJeTZ3wiWcqV7yxbIoLOV9hVJbWvsWY/edit) (in shared RTSS google drive folder)
	1. Finalize date for Fall program: Wednesday Oct. 26 at 2:00 p.m.
	2. Logistics – recording content:

We will use NCLA zoom. NCLA will handle registration (no charge for registration). Speakers will send their videos to the RTSS email and we will collect them and play them at the webinar. There will be time for questions with the panelists at the end.

Send out call for proposals early August, proposals due by 9/6. Tiffany will work on CFP and google form to collect responses. Virtual poster session: a digital poster on a single slide, with accompanying talk of approximately 5 minutes. Theme of rearrangement and change as stated in planning document. Proposal is 1-2 sentences, 100 words maximum.

Collect videos by 10/21. Event should have an opening slide with a link to the RTSS website in case attendees want more information about joining. Tiffany will get the event on the NCLA calendar and into the October newsletter.

* 1. Select date for spring program to begin planning: did not address since so many people were missing.
1. Greeting email from survey – anyone want to work on an email greeting to folks who expressed interest in RTSS?

Jamie agreed to work on an email.

1. Questions: None