**RTSS Board Meeting April 26, 2022**

**Present:** Lisa Barricella, Tiffany Henry, Patricia Dragon, Katherine Heilman, Kristin Calvert, Jamie Stroble, Gary Moore, Claire Leverette, Samantha Thorne

**Agenda**

1. Update: upcoming NCLA Executive Board meeting on 4/29
2. Finalizing membership survey
   1. What is left? Went over and made changes to planning doc
   2. Discuss timeline for survey : keep open 2-3 weeks, send initial email then one reminder, no questions required; Tiffany will check whether planning doc matches google form; Tiffany will send out to listserv (running it by us first); goal for Monday May 2
3. Responsibilities document: Tiffany will work on it some more; wait to see if anything comes back in the survey; if we’re going to create a Slack channel somebody needs to do that
4. Updates on virtual poster session planning: Tiffany will re-touch base with chair of TNT; give it an approximate date, like in conjunction with our fall workshop (although if TNT is involved is that ok?); do we have a platform to host a virtual posters session on? Katherine mentioned NCLA has used Whova.com; Tiffany will contact conference planning committee to ask about access to whova. Gary mentioned he did a poster session where he just uploaded a PDF and you could add a short video explanation; Kristin mentioned we could post videos on youtube (must contact NCLA marketing person) and have a zoom session where all the poster authors would be available.
5. Questions (None)
6. Minutes from 3/22 approved with no changes