

## DC Meeting 7/30/16

### **I. Introduction**

- A. Welcomes - Darla/Julia

### **II. Assembly - Feedback**

- A. What went well (+)
  - 1. Successful event, "ice was broken"
  - 2. Energetic, "warmed up" through activities
- B. What could be improved (-)
  - 1. Lack of attendees, especially from Areas 1,2,3
    - a) For future events:
      - (1) Coordinate transportation/communicate/encourage more attendance
      - (2) Publicize within areas

### **III. Logistics**

- A. Email Etiquette
  - 1. Email Header: [Interact 5160] (Insert Title Here)
  - 2. Professional email address
  - 3. To: Rebecca (always), (rarely but when needed) cc Darla/Julia, bcc others when sending email for privacy
  - 4. Send draft to Rebecca before sending
- B. Join Facebook group, Slack, follow Instagram
- C. Sweatshirts/Polos
  - 1. receive at check-in at kick-off
- D. Attendance
  - 1. Communication is key: notify governors if late/absent to meeting/event
  - 2. Be early/on time
  - 3. Can only miss 2 meetings throughout year

### **IV. District Service Project**

- A. Suggestions/Ideas
  - 1. Can be regional, national, or international cause
  - 2. Send suggestions to Kiran/Alaina
  - 3. Brainstorm multiple potential projects
- B. Decision
  - 1. Voted at upcoming meeting
  - 2. Announced at Kick-Off

### **V. District Delegate Presentation (Julia)**

- A. Area Contact Sheet
  - 1. Confirm contact information
  - 2. Do not share/forward - privacy
- B. Area Board
  - 1. Bring at every district event - be ready by Kick-Off
  - 2. Obtain and post photos from all of the clubs in the area

3. Poster: tri-fold, etc., any size, but adequate room
  4. Can be updated throughout the year
- C. Area Updates
1. get updates from each club of their recent activities/projects
- D. Area Meetings
1. At least once a month, include club presidents/vice presidents from area
- E. Area Events
1. Can be a fundraiser, social, service project
    - a) ie: car wash, bake sale, bowling, food drive
  2. At least 1 per semester, but can have as many as possible
- F. Social Media
1. Create Area Facebook group, Instagram
- G. Introductory Emails
1. Introduce yourselves, promote upcoming events (Kick-Off, Six Flags)

**VI. Kick-Off Party**

- A. Assign Positions
1. Check in (4): Mary, Lily, Ji Won, Stephanie
  2. Upcoming Events (Floyd/Lily): Kiran, Alaina
- B. Activities/Icebreakers
1. Activities Coordinators - brainstorm
  2. Suggestions - let activities coordinators (Jillian/Mary/Puneet) know
- C. Promote Event
1. Change Facebook profile picture, post on Instagram

**VII. Next Meeting**

- A. Sunday, August 28th, 2016 @ TBD