

**AEG CHAPTER SUPPORT COMMITTEE  
CONFERENCE CALL MINUTES  
JULY 13, 2016, 11:30 CDT**

**Attendees:**

Committee Members	Present	Invited Guests	Capacity	Present
Cynthia Palomares, TX	yes	Dale Andrews	Vice-president	yes
Rusty Branch, TX	yes	Yolanda Natividad	Association Manager	yes
Sarah Kalika, SF	yes	Nate Saraceno	SPC Co-Chair	no

**Discussion Items:**

**1. Section Officer's Training**

The next "Chapter Officers Training will be at the AM in Kona in partnership with the Governance Committee "Board Orientation".  
Schedule for Board Orientation: Friday PM

**2. Collaborative calls**

The next collaborative call will be on August 24, 2016 and will be on "How to Increase Student Membership and Retention after Graduation".

Collaborative call library has been set up:

- How to organize a Geology fieldtrip
- How to set up a chapter webpage and paypal
- Visiting Professionals program
- Advocacy Workshop
- Section Membership Chair
- Running effective business meetings

**Topics:**

- AEG Overview: How is AEG structured and how we operate?
- How to recruit volunteers?
- How to set up a Chapter website and paypal? (once per year)
- How to recruit sponsors (invite Carolina Section to sit in on this call) – **held in May 2016**
- How to organize and run a geology field trip (request from Meredith Beswick \_Sacramento) – **held in January 2016**
- How to organize and run a short course (request from Meredith Beswick)

- Board transitions - how to make the process smooth and seamless (request by Taryn Sparacio)
- How to kick start your Sections Visiting Professional's Program – **held February 2016**
- How to run a Chapter meeting—basic (powerpoint available)
- How to organize a fundraiser for your scholarship fund
- How to encourage/facilitate the development of a student chapter
- Reaching out to members outside the major metropolitan areas (request by Taryn Sparacio)
- How to better serve student members and how to get them more involved in serving AEG Chapters (request by Kevin Richards)

### **3. Restructuring - Update SCSC name – and documents**

#### Documents:

Officers Handbook - Cynthia

Visiting Professional Program Manual - Sarah (done)

Outstanding Section Award Application – Sarah (done)

Officer's Training Powerpoint - Cynthia (done)

Section/Chapter webpage – Cynthia

Officers Succession Plan – Rusty (done)

Section sponsorship program – Rusty (done)

- Other documents
  - Section Dues (delete)

#### Chapter Support Links

- Section Packet to Attract/Maintain Student Members (SYPSC)
- Chapter Start-up Guidelines and Checklist (on hold – GC is working on this)
- Chapter Chair Helpful Hints (no revisions needed)
- Activity and Program Clearinghouse (Yolanda)
- Section Bylaws Template (delete - Governance Committee working on new bylaws)
- Section/Chapter Documents (on hold)
- Seminar Planning Presentation (no revisions needed)
- How to Plan a Seminar (no revisions needed – move to Collaborative call library)
- Presentations and Short Courses (MAC?)
- Running Effective Business Meetings (move to Collaborative call library – ask MMG for ppt)
- Outstanding Section Webinar (ask MMG for ppt)

4. **MAC Guidance document:** MAC is working on this. Contracts at \$5000 and above must go to HQ for review. Yolanda is also putting together guidelines on alcohol use during AEG activities.

**5. Inactive Sections:**

- **Ohio River Valley**
- **New England**

Cynthia emailed John Nealon of the ORV Section and asked if he needed help with a meeting, no response.

Next SCSC conference call, usually second Wednesday of the month, set for **August 23, 2016, 11:30 CDT.**