



Florida West Coast Chapter

Summer Planning Session and Board Meeting

Thursday, July 22, 2021, 11:00 am – 6:30 pm

In Person at

The Birchwood

340 Beach Dr, NE, St. Petersburg, FL

Cost: Free!

Extended! RSVP by Thursday, July 15 at 3:00 pm EST

Join the IIA Florida West Coast Chapter in its first-ever-in-a super-long-time summer planning and board meeting.

If you have interest in taking a peek behind the curtains of the operating arm of your local IIA chapter, please join us!

This is a workshop and call for volunteers to assist the chapter in planning for the next fiscal year. Lunch, snacks, and an evening network event are included in this half day session. Social distancing will be practiced. A total of six themed gift baskets will be raffled valued over \$700.

Revised

Summer Planning Session and Board Meeting

Schedule:*

Time	Agenda Item	Contact
11:00 am – 11:15 am	Welcome	
11:15 am – 11:45 am	Board Meeting	Kristina Simmons, President
11:45 am – 12:15 pm	Ice Breaker Drawing for two (2) Gift Baskets	Monica Kessel, VP Programming
12:15 pm – 1:00 pm	Lunch	
1:00 pm – 1:30 pm	District Update Drawing for one (1) Gift Basket	Lily Ly, District Representative
1:30 pm – 1:45 pm	Planning Session Overview	Kristina Simmons, President



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Continued: Schedule:*

Time	Agenda Item	Contact
1:45 pm – 2:30 pm	Planning Session Breakouts <i>Group 1: QAR</i> <i>Group 2: Membership/Certifications</i> <i>Group 3: Communications (Editor & Social Media) Website</i> <i>Group 4: Education Outreach</i>	Laura Tatem, Felicia Carlee Kristina Simmons, Ben Everett, Heidi Pinner Wade Cassels, Carly Burns, Mark Nash Monica Sanchez
2:30 pm – 3:00 pm	Planning Session Recap	
3:00 pm – 3:15 pm	Break Drawing for two (2) Gift Baskets	
3:15 pm – 4:00 pm	Planning Session Breakouts <i>Group A: CAP Requirements</i> <i>Group B: Programming and Treasury</i> <i>Group C: Governance and Internal Control</i>	Jessika Garis, Kristina Simmons Monica Kessel, Chris Saunders Gary Jordan
4:00 pm – 4:30 pm	Planning Session Recap	
4:30 pm – 5:00 pm	Establish 2021-2022 Chapter Goals and Wrap Up Drawing for Grand Prize Gift Basket (<i>Must be present to win!</i>)	
5:00 pm – 6:30 pm	Reception and Networking Event	

*Schedule may change.

Attendees will be issued one (1) \$10 gift card to reimburse for parking expense at one of two parking locations with parking ticket. Parking at a city meter will not qualify for gift card reimbursement.