



**State Officer Leadership Team Meeting
John Collette Resource Center, Dover, DE**

**September 12, 2016
5:00-8:00 PM**

Attendees: Mrs. Lisa Wilson, Ms. Cheryl Calicott-Trawick, Princess Achobang, Bridget Barrett, David Clark, Davon Geyer-Wright, Anirudh Narayanan, Grace Yeung

Not Present: None

- 5:04 PM - **Welcome:** Princess Achobang
- 5:04 - 5:20 PM - **Dinner:** All attendees
- 5:20 - 5:25 PM - **Review & Approved Previous Meeting's Minutes:** Grace Yeung
- 5:25 - 5:30 PM - **Review Monthly Reports** (Send out October reports by Oct. 7th and be more specific in "Goals" section): Princess Achobang
- 5:30 - 5:40 PM - **Discuss Buddy School Visits:** Switching Schools, Presentations, and Deadline (Email welcome letters to schools by end of September and visit by SLC)
- 5:40 - 5:50 PM - **Join Delaware BPA SOLT Schoology Account** (Issues with joining; Ms. Wilson will resolve this issue)
- 5:50 - 5:53 PM - **Motion** - email welcome letters to schools by end of Sept. and makes visits by SLC: Princess Achobang
- 5:54 - 5:58 PM - **Uniform Updates** (Everyone should have blazers; Mrs. Wilson is in process of getting polos and button downs - receiving garments on October 26th): Mrs. Wilson
- 5:58 - 6:45 PM - **Buddy School Welcome Letter Peer Revisions** (Personalize letters & ask for chapter presidents' emails)
- 6:45 - 7:25 PM - **Fall Leadership Conference:** Schedule of Events and Workshop Content <State Officer Campaign Workshop>
- 7:25 - 7:45 PM - **State Fundraising Event Brainstorming**

- 7:46 PM - **Review Upcoming Events & Meeting Dates:** Princess
- 7:53 PM - **Adjourn Meeting:** Princess

TASK RESPONSIBILITY CHART			
TASK	RESPONSIBLE PERSON	COMPLETION DATE	√/DONE
Update Monthly Reports	Each SOLT member	By the beginning of each month	
Email buddy schools	Each SOLT member	End of Sept. 2016	
Visit at least 4 buddy schools & make presentations	Each SOLT member	By the SLC in February	
Update DE BPA Website with 100 word bios and other material	Mrs. Trawick	TBD	
Fix DE BPA Schoology Issue	Mrs. Wilson	By next meeting	