

**DHHBA Board Regular Monthly Meeting**  
**A G E N D A**  
**November 2023**

**Call to Order & Roll Call**

*Present: Julie Kegley, Alison Ecker, Lisa Bothwell, Jessica Kennedy, Caitlin Parton, Zainab Alkebsi*

*Zainab called to order at 1:03pm ET on November 28, 2023.*

**Confirm Agenda Receipt**

**Vote to Approve Past Meeting Minutes**

- October meeting minutes circulated via email
  - Jess K motioned to approve the minutes for the October meeting. Caitlin seconded the motion. The motion passed unanimously by those in attendance at the October meeting.

**Record and Confirmation of Votes Conducted by Email Since Last Meeting**

- None

**New Motions needed**

- None

**Communication Rule:**

- Just one rule. Please be mindful of communication needs. Not everyone signs and not everyone uses their voice for ASR captions. So we will use the chat to communicate.

**Old Business:**

- DHHBACon Updates
  - Consider potential dates; Lisa to look for past survey data; Jess to survey Zainab. Revisit dates via email.
    - Updates
    - Meetings forward
- Other updates
  - Treasurer vacancy
  - Checking account balance as of 11/28: \$11,410.90

**New Business:**

**Bylaws Committee Report: (Lisa, Zainab)**

**DHHBACon Committee Report: (Lisa chair, with Zainab and Alison)**

- Focusing on obtaining sponsorships. Each Board Member will try to recruit 10 sponsors.

- Drafted a list of possible awards (who the awards would be named for and what each would recognize), still need to finalize. The plan is to seek nominations for the awards around early Spring
- Lisa has put together a planning schedule for January up to the conference week

**Public Affairs Committee (PAC) and Development Committee Reports (Jess chair with Zainab and Lisa)**

- Quarterly update sent out

**Advocacy and Outreach Committee (AOC) Report: (Caitlin chair)**

- A few interested folks have reached out as potential volunteers. Only 2 have affirmed.
- **Education and Events Committee (EEC) Report: (Zainab/Julie co-chair [with Faye and Elizabeth])**  
EEC tabled since all hands are on deck for DHHBACon

**Next Meeting Date:** TBD, Lisa sending a Doodle poll to survey

**Adjournment**

Meeting adjourned by Zainab at 1:30pm ET