

**To: Nicole Patterson, Desiree Boykin, and
Lisa Cooley**

From: Riana Hardin

Subject: Meeting Minutes

Date: February 28, 2019



1. **Call to Order:** 9:31 AM
2. **Roll Call:** Nicole Patterson, and Desiree Boykin were present. Lisa Cooley listened in on the call.
Others on Call: Rihana Ahmad, Riana Hardin, and Jana Chapman-Plon.
3. **Public Comment:** None.
4. **Approval of the Minutes:** The minutes from the February 8th Officer's meeting were reviewed.
 - a. **Motion #1:** It was moved/seconded (Boykin/Patterson) to approve minutes from February 8th Officer's meeting as presented. All members present voted in favor of the motion.
5. **Planning for March 26-27, 2019 Meeting:** SSAN Officers reviewed the DRAFT Agenda for the March in-person SSAN meeting.
 - a. **Motion #2:** It was moved/seconded (Boykin/Patterson) to approve the DRAFT March SSAN Agenda.
 - b. The SSAN Officers discussed the room set up for the meeting. The following changes were suggested:
 - i. Separate the display screens a little more
 - ii. Move the public seating to the side of the U shape
 - iii. Move the Self-Advocacy Coordinator to the head table

- iv. Move the presentation table over a little
- c. The SSAN Officers discussed the proposed packet materials for the meeting
 - i. PowerPoints will not be included in the packet, but will be available as a handout at the meeting
 - ii. The SSAN Officers discussed the use of cover pages and detail sheets with the packet materials. The SSAN Officers opted to use cover pages for each item on the agenda and reserve the use of detail sheets for bigger items.
 - iii. Draft documents will have “DRAFT” on the top in red, but no watermark as it makes it difficult to read.
- 6. The next meeting will be on March 14, 2019 at 9:00 AM. Meeting adjourned at 2:07 pm.