CCPRO Executive Committee Meeting
Minutes
January 23, 2020

Meeting began at 1:05 PM

Members present: Andrew Walker, Anne Oxenreider, Chihoko Terry, David Onder, Elizabeth Davis, Laura Bowen, Maureen Green, and Meghan Nevil

Icebreaker: What is your word for the year?

Andrew- lobotomy
Laura- meticulous
Maureen- strong changed to schwag then reverted back to strong
Meghan- explore
David- leap
Anne- joy
Elizabeth- context

CCPRO Annual Meeting 2020:

- Agenda- Anne has copied the agenda from last year and begun updating it with the information for the upcoming conference in the Google doc. Items in yellow are to be determined.
- Preconference- For pre-conference Anne would like to see the new-comer session, 1 IR and 1 IE session. David suggested potentially having someone from NCCCS teach Informer, probably as a 3 hour pre-conference session. He would prefer the session be Advanced- Advanced Informer with TCL/ECL information, etc. He also suggested a "Working with Data" session similar to what is planned for NCAIR where Tableau, power BI and excel are presented together.
- Theme- Theme for conference is MyFuture CCCPRO as a nod to MyFuture NC.
- Speakers- The intention is to have both Bill Schneider from RPM and Dr. Shah from IT to discuss what is happening at the NCCCS in their respective departments. Dr. Shah cleans and warehouses data that is used by Bill's group. Andrew to invite Dr. Shah and Bill rather than David Onder because Andrew is already working with them. We have decided postpone inviting Dr. Gold to speak until next year.
- Concurrent Sessions- Chihoko suggested an Informer 5 demonstration as a 1-hour concurrent conference session by Entrinsik.
- Poster Session- Discussion that poster session may change into round table discussions. We will continue to discuss at future meetings.

Updates/Reports:
- Regional Directors' Report
  - Eastern Region: Maureen did not have anything to report at this time.
  - Central Region: Date for regional meeting most likely will be first week in June, but waiting on other information to confirm there is no date conflict.

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- o Western Region: regional meeting date is May 28th. She is working on securing rooms and food.
  - o Anne suggested sending out save the date for regional meetings.
- Secretary's Report: Michael was not able to be present, so discussion of new members was discussed in new business.
- Treasurer's Report: Address is fixed. Tax forms received. Koury Center- contact is out, but will most likely get in touch next week. Meghan now has access to online banking. Expenditures from conferences- 2013 conference $8472.67, 2019 projected was $7177.98. 2019 actual expenses were $7682.51, so CCPRO made $1667.49. Total assets in the bank are $8726.76.
- Webmaster: Chihoko had nothing new to report
- Vice-President's (President Elect) Report: David stated he did a blog post, and has the draft for his next post in the works. Anne and David have decided to move forward with Microsoft 365 as the productivity tool. He will work with Meghan to purchase Microsoft 365.
- Past President's Report: David, Chihoko, Anne, Yolanda from Wake and Angela from Pitt are on the data dictionary committee. They are focusing on the most challenging definitions. The past president is also on the data governance committee. There is a subgroup that is a policy review team. This is headed by Ashley Sieman and had already resulted in a numbered policy memo.
- President's Report: Anne asked that we think about what might be valuable to others in CCPRO to write about for blog posts.

New Business:
- Discussion of recent listserv posts
  - o Maybe look at posts to see what might make good blog posts or concurrent sessions. Anne to look at posts to see what patterns appear. Chihoko stated that you can look at the archive screen for information as well.
- Introducing new members who are not new hires
        Laura's CFO and the SACS liaison from CPCC joined CCPRO. Both are existing employees, but new to CCPRO. Directors to write an introduction of the new members to the CCPRO list serve.

Meeting ended at 2:35 PM

Next meeting
February 18th at 1:00 PM.