

## **SMRP Allegheny and Appalachian Chapter Steering Committee**

### **Meeting Minutes**

*January 5, 2016*

*Present:* Dan Phillips  
Gina Kittle  
Nathan Goldblatt  
Greg Lyczek  
Nick Bolla  
Brian Fedor

*Next meeting:* January 26, 2016 @ 10 AM (Conference Call)

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#### **I. Announcements**

- a) Agenda for meeting
  - i. 11/25 Meeting Re-cap
  - ii. Review letter requesting formation
  - iii. Seed money deposit/bank account setup
  - iv. Articles of Incorporation (need some help here, address for incorporation may be an issue)
  - v. Chapter Roster confirmations
  - vi. Plan for outreach to Chapter members and LinkedIn, etc. posts
  - vii. Grand Opening (date, venue, agenda)

#### **II. Discussion**

- a) Review Letter Requesting Formation and approval received from SMRP Board of Directors
  - a. Seed money (\$1000) to be delivered when bank accounts are established
- b) Reviewed current status of formation process as outlined in Chapter Leadership Guide
  - a. Need to establish bank accounts, address (potentially a PO box), file Articles of Incorporation with State, complete IRS forms
- c) Articles of Incorporation required to be filed with PA Secretary of State
  - a. A physical address is required, and a PO box cannot be used. Greg volunteered to work with Jane Siggelko on understanding how these should be filed so that a member's employer address or home address do not have to be used.
- d) Chapter Roster Confirmations
  - a. We have many duplicate emails and phone records for members, will need to identify which contact info is preferred by members. Table this until the first Chapter meeting.
- e) Begin planning for Grand Opening Meeting
  - a. Nate looking into potential venue location at USS, confirming by the end of the week.
  - b. It was recommended to have meeting on Tuesday, Wednesday, or Thursday to allow travel time
  - c. Potential weeks for meeting: Feb, 1, Feb 15, Feb 22
    - i. Dan confirming availability with speakers and SMRP board members (Jack Nicolas, Bruce Hawkins, and Gina Kittle)
- f) Outreach

- a. Continue LinkedIn postings (Jay will be handling)
- b. Kevin had some ideas on a Pittsburgh organization that we could connect with (more details to follow)
- c. Chapter website needs work, contacts listed, bylaws, etc. If someone was looking for the Chapter, it would be difficult to find right now.
- d. Executive member companies – need to identify local SMRP members who are also part of Executive companies as this will help fund the chapter in the future.

### **III. Action Items (Responsible)**

- a) Nate to finalize bank account setup, physical address may be needed (Jan 8)
- b) Greg to work with SMRP to determine best method of filing Articles of Incorporation
- c) Nate to determine if USS venue can be reserved for Opening Meeting and Dan will coordinate schedules with potential speakers (Jan 8)
- d) Jay to update LinkedIn postings (completed), Kevin to advise about additional outreach methods in Pittsburgh area.
- e) Greg to work on updates for Chapter website and send draft/mockup to Steering committee