

## SAMPLE COMMITTEE MEETING MINUTES

**COMMITTEE:** Early Career Professionals (ECP)

**DATE:** (Full Date)

**LOCATION:** SDPA Office

**COMMITTEE MEMBERS PRESENT:**

Drs. (List Last Names). Mr. (Last Name) and Ms. (Last Name) were also present. Members present represented a quorum.

**COMMITTEE MEMBERS ABSENT:**

Drs. (List Last Names). Mr. (Last Name) and Ms. (Last Name) were also absent.

**PROCEEDINGS:**

The minutes from the prior committee meeting were presented to the committee. A motion to approve the minutes was made by Dr. (Last Name) and approved.

The committee discussed the possibility of having an event on billing. Dr. (Last Name) indicated that she had a very knowledgeable and experienced billing person who she believes might be willing to speak. Dr. (Last Name) said that she would be willing to approach the billing person to ascertain her availability. (Dr. Last Name) indicated that she would contact the SDPA Office to determine what might be possible dates that conference rooms in the SDPA Office might be available. Dr. (Last Name) will make a report at the next meeting. Dr. (Last Name) indicated that she would be responsible for completing the event/activity proposal form for the SDPA Office for approval once the details are determined.

Dr. (Last Name) presented a report on the recent committee event that was a mixer held at True Foods Kitchen. The event was considered a success and had 52 attendees. The final cost of the event was \$983 that was within the approved budget for the event. Dr. (Last Name) will complete the committee update report for the SDPA on the event to be included in the Office E-News with photos of the event.

The Committee continued discussion on the topic of creating a Facebook page for the ECP Committee activities. Dr. (Last Name) spoke with the SD Office about how to publicize this feature and the Office Manager indicated that a link could be included in the Office E-News in the Committee Update section. Dr. (Last Name) volunteered to set up the Facebook account for the committee. Motion was made by Dr. (Last Name) to develop a Facebook page for the ECP Committee and approved.

There being no further business to come before the meeting, the meeting was adjourned.

The next ECP Committee Meeting is scheduled for (Full Date) at (Time) at the SDPA Office.

Respectfully submitted,

Dr. (Last Name)