



BoardOnTrack Board

Board Member Orientation

Published on October 28, 2019 at 4:18 PM EDT

Date and Time

Thursday November 7, 2019 at 5:00 PM EST

Location

9 Damon Mill Square

Superuser Orientation

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Orientation with Melissa on October 1, 2019			
II. DashBoard			5:00 PM
A. Dashboard	Discuss	Katrina Zaid	10 m
<ul style="list-style-type: none">• Upcoming Meetings• Post• My Profile (Skills and Demographic)• Help• Chat (Nov 1st)			
III. Meetings			5:10 PM

	Purpose	Presenter	Time
A. Meeting Details	Discuss		5 m
<ul style="list-style-type: none">• Who is attending• View Agenda virtually• Attachments will open into a new window			
IV. Documents			5:15 PM
A. The 3 Documents	Discuss		5 m
<ul style="list-style-type: none">1. Board Documents2. Meeting Archives3. Public Portal			
V. Closing Items			5:20 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Orientation with Melissa on October 1, 2019

DRAFT



BoardOnTrack Board

Minutes

Orientation with Melissa

Date and Time

Tuesday October 1, 2019 at 1:00 PM

Location

9 Damon Mill Square

Orientation with Melissa

Trustees Present

B. Robinson, K. Zaid, R. Thomas, S. Falk

Trustees Absent

P. Matkovic

Trustees who arrived after the meeting opened

S. Falk

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Zaid called a meeting of the board of trustees of BoardOnTrack Board to order on Tuesday Oct 1, 2019 at 2:45 PM.

C. Approve Minutes

B. Robinson made a motion to approve minutes from the Board Meeting on 09-17-19 Board Meeting on 09-17-19.

K. Zaid seconded the motion.

The board **VOTED** unanimously to approve the motion.

S. Falk arrived.

II. Closing Items

A. Adjourn Meeting

B. Robinson made a motion to adjourn the meeting.

K. Zaid seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:46 PM.

Respectfully Submitted,

K. Zaid