1. **Call to Order**  
   Janna Lawrence

2. **Review Agenda**  
   Janna Lawrence

3. **Review and Approve Minutes**  
   Chris Childs  
   a. Fall 2011 Executive Board Meeting Minutes  
   b. Review Fall 2011 Business Meeting Minutes

4. **Reports**  
   a. President  
      Janna Lawrence  
   b. Immediate Past President/Nominating Committee  
      Clare Leibfarth  
   c. President Elect  
      Katherine Schilling  
   d. Treasurer/Finance Committee  
      Amy Donahue  
   e. Membership Secretary/Membership Committee  
      Katherine Chew  
   f. Chapter Council Representative and Alternate  
      Bette Sydelko  
   g. Representative at Large/State Liaisons  
      Stephanie Schulte  
   h. Archivist  
      Mary Hitchcock  
   i. Governmental Relations Liaisons  
      Julie Schneider  
   j. Annual Meetings Committee  
      Donna Barbour-Talley  
   k. Awards & Scholarships Committee  
      Liz Fine  
   l. Communications Committee  
      Beth Whipple  
   m. Professional Practice Committee  
      Natalie Reed  
   n. Bylaws Special Committee  
      Melinda Orebaugh

5. **Old Business**  
   a. Membership Survey Analysis  
      Katherine Chew  
   b. Taskforce to Revise the Travel Policy  
      Janna Lawrence  
   c. Bylaws Discussion  
      Janna Lawrence

6. **New Business**  
   a. Auditor’s contract  
      Amy Donahue  
   b. Discussion of Acteva fees  
      Amy Donahue
c. Proposal: Treasurer-in-training  
Amy Donahue

7. Review of Action Items

8. Announcement of Fall Board Meeting

9. Adjournment