

# FHHS Executive Meeting Minutes – 8/22/17 at 6pm

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1. Welcome by President Sweet
  - a. Foundation
    - i. Talked with them on what we can do for them to help us
    - ii. Make a 10-year anniversary brochure-meeting with foundation at 10am on August 28<sup>th</sup>
    - iii. External development team
  - b. GRE Prep
    - i. Holly has been working on this summer
    - ii. Next step is publicity
      1. Chalking, fliers, news release
    - iii. Order books
  - c. Peer reading is ready to start on September 6<sup>th</sup>: wear FHHS shirts
2. Introductions
3. Shaelin talked about her vision for FHHS-focus on leadership and personal development
4. Exec Expectations and contracts
  - a. Strengths and weakness that need to be continued/worked on

Strengths	Weaknesses
Good communications (replying quickly to emails)	Organization
Use GroupMe	Not living up to full potential
Let people know when you can't make it	Not owning up to mistakes
Pick each other's brains	Accountability
Enhancing FHHS experience	Not having clear roles/expectations
Incentives	Poor social attendance
Membership recognition	Professionalism
	Poor member support
	Need more effective meetings (organization of meetings)

- b. Execs need to set attitude on how FHHS environment should
- c. Business casual for execs next week
- d. Talked about Senior VP replacement
- e. President expectations
  - i. Work as a team
  - ii. Respond ASAP
  - iii. Be at meeting
- f. Expectations for president/everyone

- i. Be professional
  - ii. Be prepared
  - iii. Express expectations
  - iv. Over explain in easy to know language
  - v. Holding everyone accountable
  - vi. Ask for help/use exec's abilities
  - vii. Don't procrastinate
5. Explanation of Signing of the exec contracts
  6. Committee coordinator training lead by MM
  7. VP training lead by President Sweet
  8. Schedule and list of events will be given out to everyone
  9. Meeting adjourned