**SOUTH DAKOTA DENTAL HYGIENISTS’ ASSOCIATION**

**ANNUAL SESSION EXECUTIVE PRE-BOARD MEETING**

**OFFICIAL MINUTES**

**Wednesday, May 17, 2014**

The Pre-Board Annual Session Executive Board Meeting of the SDDHA was held Sunday, May 31 at 5:30 PM mountain time; 6:30 PM central time in Sioux Falls, SD, the President being in the chair and the Secretary being present. The meeting was called to order at 5:43 PM mountain time; 6:43 PM central time and introductions were given. A quorum was established with board members Darlene Bogenpohl, Nichole Willuweit, Cindy Dellman, Pat Aylward, Melissa Hill, Katie Williams, and Leslie Greager. The agenda was reviewed and approved. Minutes from the Legislative Session was approved.

Bogenpohl discussed the time constraints of the business luncheon. Dellman will introduce Beverly Kennedy to install officers. The 2016 Business Luncheon minutes to be approved are located in the Annual Report.

Aylward will set up a new email address for the new Information Officer.

Hill introduced the idea of using Zoom instead of WebEx. ADHA is using that platform for digital conferences and we will investigate that. Bogenpohl has talked to Brittany Novotny and she will call in to our Post-Board. Dellman moved to change to use Zoom. Hill seconded. During discussion it was decided Willuweit will set up Zoom for Post-Board.

The Silent Auction donations are being set up prior to the meeting. Discussion about funds for the silent auction funds are going to be postponed to the Post-Board meeting.

The Operations Manual will be updated yearly and maintained by Aylward as the Information Officer.

An installation packet will be made for the new officers by the Secretary and will need to be added to the Operations Manual as a Secretary duty. This will include a welcome letter and dates, the duties listed in the Operations Manual, and a list of contacts and committees.

The “Smile Event” is September 30th in Sioux Falls, and is put on by Children’s Dental Center. Jean Gross has requested we call for Dental Hygiene volunteers. We will announce during the meetings.

Meeting adjourned 6:25pm mountain time, 7:25pm central time.