## Advisory Committee Meeting Sample Minutes

Marketing Department Advisory Committee Meeting Minutes   
Washington High School, Room B   
October 7, 2017

Members Present: Helen Chen, Instructor, Charles Dunn, Counselor, Mattie Welk, Wells Fargo Bank, Karen Smith, Best Western Hotel, Robert Lee, Lee Sporting Goods, Mark Johnson, Target, and William Johnson, DECA president.

Members Absent: Elizabeth Alexander, Washington Community College, Brad Luftus, Wally’s Grocery.

Others Present: Rodney Beckman, CTE Director

Call to Order:   
Chairperson Mark Johnson called the meeting to order and expressed appreciation for attendance and participation. He stressed the importance of the committee's continuing support and assistance. Introductions were made.

Minutes: Minutes of the last meeting were approved as submitted.

Unfinished Business:   
The committee discussed the need for more up-to-date computers in the marketing classroom. The committee feels that students should be taught on the kind of equipment they will be using in the work place. Mattie Welk volunteered to do some research.

New Business:   
Instructor Helen Chen presented information based on enrollment for the year. Classes are full this year and there are over 100 students that are members of DECA.

Helen reported on the number of students attending the Fall Leadership Conference for DECA.

Helen explained that the seniors will be working on a project this year with the focus on Employee Engagement. Discussion was held on how the businesses in the community can be involved in the project: guest speakers in class, students can work with local businesses, information from the CVB or Chamber of Commerce. This is a great hands-on real project.

Robert Lee is heading up the Golf Tournament on October 30. We still need some volunteers to help with the golf tournament. Mark said he could get 5 people from Target to help and Mattie and Karen gave Robert a list of 4 or 5 employees that can help as well. Contact Robert at 701.555.5555 if you have more volunteers. Helen explained that about 30 students will be there to help as well. They have all been assigned their tasks.

The next meeting will be November 10, 2006 at the Washington High School, Room B at 7 pm.

Adjournment : The meeting was adjourned at 9 pm.

Karen Smith, Secretary