



**Engagement Committee
Agenda
Wednesday, August 9, 2023 at 2 PM**

Zoom, registration link: <https://prairiecat-org.zoom.us/meeting/register/tZUpf-2vpj4pGNJ5p8rEYWjCU6-YvB0jCv3k>

- I. Welcome and introductions
- II. Review charge of Engagement Committee
 - a. Charge: The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.
 - b. Meeting Frequency: Bi-monthly meetings in even-numbered months. August, October, February, April, June. 2nd Wednesday at 2:00 pm via Zoom.
- III. PUG Day 2023
 - a. Program Sessions and Speakers
 - i. Finalize Program Schedule
 - ii. Finalize Sessions
 - iii. Discuss Poster Sessions
 - iv. Discuss evaluations
 - b. Venue and catering
 - i. Review catering menu
 - c. Registration
 - i. Day of check-in
 - ii. Lunch / name badges / folders
- IV. Other Member Events
 - a. Back-to-school event, Sept 12, 2023

Next Meeting: Oct 11, 2023 at 2 pm via Zoom