



CEC Meeting Minutes

Location: Microsoft Teams (Virtual)

Date: Tuesday, July 28, 2026

Time: 3:35 pm to 4:16 pm

Attendees: Shanna Doiron, Jonathan Dunn, Vance Green, Diane Gustard, Phoebe Leslie, Jadon Oodit, Jessica Sanchez, Mariyyah Sulaiman, Benjamin Wade, and Natasha Walker

Agenda Items

Call to order

- Meeting called to order at 3:35 PM.
- Motion to approve the June 30th CEC meeting minutes, motion was seconded.

Area 7 Director Introduction

- Shana Doiron is the Area 7 Director and a member of the Boston chapter
- Area 7 constitutes Boston, New Jersey, Albany and the Philadelphia chapter
- The NCC Representative of NYC chapter should report any issues to Area 7 director

Officers Reports

- Lead is a conference for chapter leaders which topics such as strategies to grow membership, plan chapter events, and obtain speakers for events
- PDT is series of conferences lead by subject matter experts on various topics
- Committee member who attended PDT had the opportunity to connect with potential speakers for chapter events
- The chapter offers two scholarships to PDT every year, next year's PDT will be held in Chicago

Committee Reports

- A networking event is planned for September and a virtual CPE event in October
- Based on increased membership a recommendation given was to formalize a standard email to welcome new members
- The chapter now has a NCC representative (Jessica Sanchez)
- A bank account application has been started with TD Bank, the chapter treasurer will begin the process to open the account next week
- The chapter has its own domain web address, and each committee member has their own chapter email

Unfinished Business

- Each member should review the chapter bylaws draft and provide feedback to the secretary before the next CEC meeting



- Tentative deadline to approve is at October's CEC meeting
- By September we should have the template ready for the chapters Strategic Plans and Goals

Announcements

- No additional information at this time.
- Meeting was adjourned at 4:16 pm

Prepared by Phoebe Leslie

Approved on August 25, 2026