

AMWA Meeting 10 September, 2019

Call to order: 2:00 pm

Rebecca, Heather, Susan, Leslie, Joanne, Swarna, Raeesa

Minutes from the previous meeting were approved after a correction to the Treasurer's report.

Events in St. Louis

Update by Joanne:

Annual dinner was held last Thursday (Sept 5th). There were 20 attendees including 13 AMWA members and 7 non-members. The speaker was a medical journalist who later asked to join the TechWrite STL mailing list.

In November, Leslie will moderate the Annual Best and Worst Books of 2019. The event is a bring-your-own-lunch at a local library. In January, one of the members will talk about IT security for the home office. May have an event in March to discuss how to set up a freelance business.

Events in Kansas City

Raeesa suggested 2 topics for webinars: 1) The use of visuals/graphics in medical writing and 2) Writing health-related information or a lay audience. She will reach out to her network to find potential speakers. Members agreed that a chapter-wide webinar scheduled around noon after the AMWA conference in November might be best.

Events in Nebraska

Rebecca: Nothing to report.

Events in Iowa

Natalie was unavailable for an update.

Treasurer's Report

Leslie provided updates on checking and savings account balances.

A budget worksheet is being put together. Website fee and St. Louis dinner needs to be added to it.

Newsletter

Susan: Please send materials by the middle of the month for next month's newsletter.

New Member Report

Heather: One new member this month and one last month. Most are not in our area so they are informed that there may be a chapter closer to their area.

It was suggested that emails be sent to members who are in the grace period to renew their membership.

CAC Update

Leslie: Minutes from the last meeting were sent to the President. Next meeting for the Chapter Advisory Council is scheduled for Nov 8th at the Annual AMWA conference.

Other Business

There was a discussion about the policy on honorarium for speakers. In the past, honorarium has been offered to speakers who go out of their way to attend our meetings. For e.g., Medical journalists who would not usually attend or webinars that require prior preparation. Dinner speakers were given \$50 and the local chapter paid for their meal. Luncheon speakers did not receive compensation or paid meals.

Everyone agreed that a paid Zoom subscription may be worthwhile. This will allow unlimited users and no time restrictions. Webinars need to be tested on this new platform. Pay for a yearly subscription (\$149.90 per year) since it is cheaper and hassle-free compared to the monthly subscription (\$14.99).

We discussed setting up a chapter email that the Executive Board could have access to. One person could check it regularly or have it forwarded to their personal email. May hopefully avoid phishing attempts too.

Joanne and Leslie are coordinating the chapter dinner. Joanne is in charge of communications. Leslie made reservations at a restaurant near the conference venue.

Potential Q&A session via webinar on jobs in medical writing or freelance career. Rebecca may put together a panel of 2-3 members to discuss their experience with medical writing.

Next Chapter Meeting

Tuesday, November 12 at 2:00 pm.

Meeting adjourned at 2:30 pm.