



## **AGENDA**

July 24-25, 2023

**Canaan Valley Resort  
Elm/Willow Room**

### **Sunday, July 23**

Arrive at Canaan.

Things you should know:

- \*Meals are on your own, however there will be announcements about group plans should you wish to eat together.
- \*Dress for the retreat is casual.
- \*There will be individual and group pictures taken and used for the website.

### **Monday, July 24**

**Meeting begins at 8:30 am**

- 1) Call to Order & Establish Quorum
- 2) Introductions
- 3) Ice Breaker
- 4) Approval of Minutes – **June 2023**
- 5) Matt Turner – 10:00
  - Market Study
  - JCC
  - Campus Carry
- 6) Michelle Biggs, Marshall University 11:00 – 11:30
  - Mental Health First Aid Presentation
- 7) Break for lunch
- 8) Open Staff Zoom Session 2:00 – 3:00
  - How do we get people to participate in ACCE and in Shared Governance?
  - Campus Carry Updates
    - Rodney Pell, Executive Director of Environmental Health, Safety & Facilities, Mountwest
  - Open for questions

- 9) New Member Orientation
  - a. Review of Responsibilities as Staff Leaders and ACCE Tips (PowerPoint?)
  - b. Appropriate use of ACCE LISTSERV discussion list as well as individual emails pertaining to ACCE communications and proper Zoom protocols.
  - c. Relationship of ACCE Members with Staff – Amy Pitzer
  - d. Best Practices on being the ACCE rep for your institution (Open Discussion)
  - e. Travel for ACCE – Group Discussion
  - f. Code Information / WV Legislative site for new members – Jenna Derrico
  - g. Bylaw review – Group Discussion
- 10) Adjourn

**Tuesday, July 25**  
**Meeting begins at 8:30 am**

- 1) Call to Order
  - GROUP PHOTO**
  - INDIVIDUAL PHOTOS (FOR WEBSITE)**
- 2) Unfinished Business from Previous Day (Old and New Business)
- 3) Election of Officers (proxies cannot vote in elections)  
  
Chair  
Vice Chair  
Secretary
- 4) Committee Assignments
  - Bylaws Committee –**
  - Benefits Committee –**
  - Legislative Committee –**
  - Web and Communications –**
  - Student Advocacy –**
  - Special Events/Retreat Committee –**
  - Bylaws Committee –**
- 5) Set 2023-2024 Meeting Calendar
- 6) Adjourn. (Safe travels home!)

**Address**

Canaan Valley Resort State Park  
230 Main Lodge Road  
Davis, WV 26260

**GPS Coordinates**

North 39 degrees 01.450' • West 079 degrees 27.889'