



CDNPA Meeting Agenda and Guidelines

CDNPA shall conduct Quarterly meeting of the membership. The agenda of these meeting shall include the following:

Quarterly meetings shall be held at 9:00 AM on the first Saturday of each quarter. These meeting shall commence in the fourth quarter of year 2013 (October) and continue quarterly until cancelled, rescheduled, or otherwise abolished. Meetings shall convene at:

Faith Hope and Charity Ministries
7810 South Ashland Ave.
Chicago, IL 60620

Attendance is open to active members only.

The Meetings shall adhere to the following order:

- Call to order by President
- Reading of minutes from previous meeting
- Action Item register
- Appointment, delegation, and election of officers and committee members when applicable.
- A short technology lesson on specific IT applications, technologies, equipment, protocols, etc. that the presenter is knowledgeable of. Every member will be invited and encouraged to share in this as a presenter. The goal is to have individuals who are employed and using new, non-standard, or emerging technologies provide non confidential training on the application to other members, thus keeping the skills and technical knowledge of members current.
- Guest Speaker from within the IT industry (*when scheduled*)
- Communication of any known job openings, opportunities, and/or relevant contact information for these jobs to assist members seeking employment
- Any business or information that is relevant to members of the CDNPA.
- Assign Action Items
- Closing