10:00 – **Training Session** - how to plan, develop and run an AMS Conference or Symposium.
Optional Meeting led by Claudia Gorski, Director of Meetings

Assignment of a Meetings Coordinator
- Meeting Staff Contact Page ([https://www2.ametsoc.org/ams/index.cfm/ams-staff-email-and-phone-contacts/#Meetings](https://www2.ametsoc.org/ams/index.cfm/ams-staff-email-and-phone-contacts/#Meetings))
  - Role of Lead Meeting Planner
    - Venue for meeting
    - Signing of Contracts
    - Program Chair Funding Form Review Process
    - Logistics from start to finish

Web page for Program Chairs ([http://www2.ametsoc.org/stac/index.cfm/chair-member-information/meetings/](http://www2.ametsoc.org/stac/index.cfm/chair-member-information/meetings/))


**Annual STAC Board/Committee Chair Meeting Agenda**

11:00 – Introductions: Each Board/Committee (B/C) Chair, Vice-Chair, any Members in attendance, Commissioners, and Guests
  - Group photo

11:15 – Areas where STAC Commissioners can provide assistance
  - STAC B/C Best Practices – Bruce Telfeyan

11:30 – AMS Community Demonstration by Jordan Stillman

11:45 – Perspectives on key challenges from three experienced STAC Chairs
- Ali Tokay
- Philippe Tissot
- Barbara Thompson
- Curtis Alexander
- Becky Adams-Selin

12:30 – AMS Awards and STAC-Level Awards – Bruce, Dave, and Genene
  - Working lunch during discussions

1:00 – Break into groups of 5 to 7 STAC Chairs to Discuss Concerns and Perspectives
  - Possible topics of discussion include but are not limited to:
- Balancing the demands of professional career activities along with chairing a board or committee
- Collaboration with other AMS Commissions
- Merits (or disadvantages) of having a B/C Vice-Chair
- Ideas for recruiting new B/C members
- Taking on an additional student member as a mentoring effort
- Ideas for outreach within the scientific community and beyond
- Calls for papers and handling proposed sessions at conferences
- Obtaining support from STAC Commissioners and the AMS Staff
- Support to the AMS Glossary of Meteorology

1:30 – Reports from each group on discussion issues and conclusions

1:45 – Discussions with AMS Staff
   - AMS Policy Program – Paul Higgins
   - AMS Centennial Discussion – Stephanie Armstrong
   - Report from the AMS Board of Best Practices – Tim Spangler
   - Conferences/Symposia - Claudia Gorski
     o Guidelines for proposed sessions at conferences/symposia
   - Glossary of Meteorology - Ward Seguin
   - STAC B/C Web Pages - Brian Mardirosian
   - Student Awards - Donna Fernandez and/or Stephanie Armstrong
   - AMS Centennial Committee - Bill Gail
   - Comments from Roger Wakimoto, Jenni Evans, Mary Glackin, and Keith Seitter

2:15 – Brief remarks from several other AMS Commissioners (goal is to learn about the other Commissions and perhaps identify and pursue areas for collaboration)
   - Commission on Weather, Water, and Climate Enterprise: Pam Emch
   - Commission on Professional Affairs: Maureen McCann
   - Planning Commission: Yvette Richardson

2:30 – Open STAC Discussion

2:45 – Closing remarks,
   - Thanks to Dave Stensrud as he concludes 6 years leading STAC,
   - Welcome to Ankur Desai as Incoming Commissioner
   - Bruce Telfeyan’s closing comments
   - Genene Fisher’s comments and vision for the future

3:00 – Adjourn