



7. **CoP exams:**

The current 2016 CoP exams are extremely outdated and need updating. Phil Perry and the CWC have volunteered to revise all CoPs and send to BoD for review and approval.

**TASK:**

Jay to advise T&SC that the CWC has volunteered to take on this project.

8. **Intern in National Office:**

Michelle suggested bringing in an Intern for the fall semester to assist with:

- Indoor skydiving research
- Updating the Director's Handbook
- Developing a Mission/Vision and strategic plan for CSPA
- Social Media strategy
- Scanning of old files into FileMaker

The National Office is extremely busy and does not have the spare time to complete the above items. By having an Intern come in, this would benefit CSPA and also give the student apprentice time for their portfolio.

A confidentiality agreement will be written up between student/CSPA.

**TASK: MICHELLE TO REGISTER WITH THE SPORT BUSINESS MANAGEMENT PROGRAM**

Meeting adjourned: 8:23 p.m. ET

Next meeting tentatively scheduled for Oct. 12<sup>th</sup>, 2016