I. **Call to Order**
   Mike Day called the meeting to order at 10:45am on the date of Tuesday, June 18, 2019.

II. **Welcome and Introductions**
   Mr. Day reviewed the new committee structure and objectives, and introduced his Co-Chairs, Clay Miller and Mark Podl. (Attendees listed on last page of this document.) Amended minutes from the February 2019 meeting were approved as amended.

III. **New Committee Introduction**
   a. Process Document Review: Next, Clay Miller provided a summary of the committee process document. In brief, the goals of the committee are to develop and enhance the relationships with other Associations and Tradeshows—both international and domestic. This committee will work to grow opportunities and learn best practices from other tradeshows to better BEMA and its experience for the membership.
   b. Standing Committee Members: Mr. Day reported that the committee had extended invitations to several industry professionals to serve as standing members on the committee. Those invited to serve include: Doug Peckenpaugh (BNP Media), Ray Anater (Weber Smith), Teresa Ruder (Burford), Steve Berne (Sosland Publishing), Eric Cruse (Benchmark Automation). The expectation of standing committee members is that they attempt to attend the winter and summer face-to-face meetings, as well as join in on conference calls.

IV. **Annual Calendar and Goals**
   Mr. Day went on to explain that the work of the committee is still being developed and defined, with an overall goal of creating an informative working group. An initial target goal of the committee is to create a calendar of domestic and international events at which the committee will have representation. As a group, the meeting attendees reviewed the industry calendar provided by bakingbusines.com, including: association events and tradeshows (domestic and international). Discussion was also had about identifying the type of information to bring back to the committee to share, as well as the level of detail. It was proposed that a form be built on BEMA’s website for committee members to use to submit their findings after attending an event.

V. **Quarterly Calls**
   In addition to quarterly calls, meeting attendees discussed possibly meeting at other events committee members attend such as IBIE.

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VI. Working Group Reports
Although indicated on the agenda, working group meetings were not held. The entire meeting was conducted as a large group.

VII. Adjournment
Meeting concluded at 11:55am and was adjourned by Mike Day.