



BOARD MEETING

Thursday, February 9, 2017 (12:00 p.m. – 1:00 p.m.)

Conference Call-in Info:

Dial-in Number: (866) 583-7984

Access Code: 5332334

AGENDA

- 1) **Opening and Attendance**
- 2) **Review and Approval of Meeting Minutes - [Minutes – January 6, 2017 Board Meeting.pdf](#)**
- 3) **Winter Conference – Please respond to the following items by noon on February 8, 2017**
 - a. Chad to provide sign-in sheet with current attendees/speaker and presenters including board members to date. List to be on 11 X 17 paper and will be used on Day 1 and Day 2 of conference.
 - b. Sufficient copies of two-page Member Survey are needed for the conference. **Who will be responsible for getting copies (copies should be two-sided) and bringing to conference?** Ginny agreed to be responsible for collecting the surveys. The surveys should be given to everyone at sign-in on Day 1. Ginny will collect the surveys during the Chapter Meeting portion of the program on Day 1 **after Tim, Victoria and Andrea speak.**
 - c. Andrea to submit **final** program schedule for Day 1 and Day 2 along with speaker Bios. It will posted on the chapter website on 2/9/2017.
 - d. Pam has placed the order for **badges for all attendees including speakers and board members.** She will go to AAG's Tampa office on Friday, February 17th and print all badges and bring to conference. **Badges will be created from the registration forms.** Also, the sign-in sheet that Chad is preparing is based on actual registration forms...not verbals. **There may be some walk-ins that we will deal with on event day.**
 - e. Victoria to provide a final list of volunteers and schedules for working the registration table each day. Chad should have a brief conference call at least three days prior to the conference to discuss instructions that volunteers should follow when signing people in and collecting payments, if applicable so that there are no misunderstandings and everyone is giving out the correct information. **Volunteers should be aware of the current pricing \$275/pp for Members and \$325/pp for Non-Members.** Victoria, I believe, will be in charge of the volunteers...making sure that the sign-in table is being staffed.
 - f. A couple of volunteers may be needed to assist the speakers and presenters with their presentations as it relates to setting up (i.e. helping with flash drives, assisting with locating PowerPoint presentations on Laptop, etc.) and then letting the speaker take it from there. My recommendations would be to ask Zenia Gallo and Huchani, if they are willing and able or others the board could suggest.
 - g. Status of audiovisual concerns with hotel.
- 4) **Meeting Adjourned**