



Members' and Partners' Coordinating Meeting - April 9, 2016 - 11:00 AM – 12:00 PM
 Center for Green Technology

11:00 - 1. Agenda review – Additions, Corrections?
 11:10 - 2. Evaluate each of the following:

Conference Elements	Content	Coordinator(s)	Keep the Same?	Change?
Attendees Evaluations	Report, Summary	LaVerne Morris		
Venue & Food	Schedule, confirm spaces, parking fees	Robin Cline		
Logistics	Set-up, Registration, Agenda booklet, Evaluations	LaVerne Morris		
Exhibitors	Process, list, location	Julie Samuels		
Volunteers	Greeters, Workshop assistants, Cloak room, Raffle, etc.	Ellen Newcomer & Lorraine Kells		
Workshops, Keynote Speaker & Panel		Breanne Heath & Ellen Newcomer		
Raffle	Location, what has been donated?	Pat Jackson & Robert Hart		
Photo Display		Erik Hernandez		
Communication & Publicity	Email notice/Newsletter	JW Glass		
Pre-registration	Mailing? RoboCalls? Blasts?	Erik Hernandez & Mammie Gray		
Technical Equipment	Speakers, Mic's, Video			

- 11:50 - 4. Set next meeting dates, location:
- 11:55 - 5. Other updates, announcements?
- 12:00 - 6. Adjourn