Members’ and Partners’ Coordinating Meeting
February 6, 2018– 6:00 PM - 7:30 PM
Center for Green Technology

6:00 - 1. Welcome & Call to order:
   A. Volunteers for Time Keeper and Note Taker
   B. Agenda Review – Goals of the meeting,
   C. Additions, Changes

6:10 - 2. 2018 Conference –
   A. Conference committees and leaders report
      a. Communication - Registration, Responses?
      b. Education - Workshops, Presenters,
      c. Membership - Exhibitors/Vendors
      d. Resources – doorprizes, table decorations
      e. Finances - Budget
      f. Volunteers
      g. Venue, Rooms,
      h. Food /Dining
      i. Schedule/Program Guide & Logo - Times and activities for:
         1. Arrivals
         2. Morning-Workshops
         3. Lunch/Afternoon: attendees networking, Black Theater mini-workshops
   B. Other?

7:00- 3. A. Committee reports and updates; Announcements, etc
   B. Review next steps and assignments from this meeting
   C. Set next Coordinating Committee meeting date & location

7:30 - 5. Adjourn