



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