



Members' and Partners - Meeting of the Minds

November 27, 2018– 6:00 PM - 8:00 PM

Center for Green Technology

6:00 - Dinner

6:10 - Welcome & Call to order:

- Time Keeper and Note Taker
- Agenda Review – Goals of today's meeting

6:20 - 2019 Spring Conference Discussion

a. Finance Committee

- Budget available for the conference
- Reviewing the check request form and reimbursement form
- Sponsorship & Scholarships process
- Recap: monies collected to be deposited

b. Membership Committee : Budget

- Recruiting Members
- Exhibitor and Vendor application form
- Resource table

c. Education Committee: Budget

- Presenters and Workshops
- Complimentary admission and meals?

d. Resources Committee: Budget

- Door Prizes
- Centerpieces

7:00-7:10 BREAK

e. Communications Committee: Budget

- Technology for :
 - Education committee
 - Registration
- Volunteer Application
- Scholarship Application

f. Registration Committee: Budget

- Set up
 - Cashier,
 - Packets,
 - Programs
 - Wrist bands
 - Name-tags
 - Souvenirs

7:50 - Review & confirm next steps and assignments from this meeting

7:55 - Set next Meeting: date & location

8:00 - Adjourn