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:
        o Education committee
        o Registration
      • Volunteer Application
      • Scholarship Application
   f. Registration Committee: Budget
      • Set up
        o Cashier,
        o 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