



Members' and Partners –Coordinating Committee Meeting

December 5, 2018– 6:30 PM - 8:00 PM - Center for Green Technology

6:30- Welcome & Call to order:

- Volunteers for Time Keeper and Note Taker
- Agenda Review – Goals of today's meeting
- Additions, Changes

6:40- 2019 Spring Conference Committee Reports

a. Finance Committee

- Conference budget report
- Catering and venue report
- Other

b. Membership Committee

- Membership strategy update
- Other

c. Education Committee

- RFP update
- Kids' activity update
- Other

d. Resources Committee

- Door Prizes update
- Centerpieces update

e. Communications Committee

- Announcement of conference – newsletter
- Technology update – website registration and forms
- Packets: Programs; Wrist bands; Nametags, Souvenirs
- Other

f. Registration Committee

- Registration process discussion
- On-site registration update

7:30- Review & confirm next steps and assignments from this meeting

7:40 - Other CC Business?

7:50- Set next Coordinating Committee meeting date & location

8:00 - Adjourn