



## Members' and Partners - Meeting of the Minds

January 29, 2019– 6:30 PM - 7:30 PM

### Virtual Meetings

#### 6:30 - Welcome & Call to order:

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

#### 6:40- 2019 Spring Conference Discussion

- a. Finance Committee
  - Budget update for the conference
  - Reviewing the check pick-up and deposit
  - Sponsorship update and assignment (volunteer)
- b. Membership Committee : Budget update
  - Recruiting Members
  - Exhibitor and Vendor application form update
  - Networking table
- c. Education Committee: Budget update
  - Presenters and Workshops confirmations
  - Complimentary Admission & lunch for only 2 presenters
- d. Resources Committee: Budget update
  - Door Prizes
  - Centerpieces
- e. Communications Committee: Budget, Banner, Logo update
  - Technology for :
    - Education committee
    - Registration - When on-line?
  - Volunteer Application
- f. Conference Registration - Mamie
  - Set up
    - Cashier,
    - Packets,
      - Programs
      - Wrist bands
      - Name-tags
      - Souvenirs

**7:20** - Review & confirm next steps and assignments from this meeting

**7:25** - Set next Meeting: date & location

**7:30** - Adjourn