



Members' and Partners – Coordinating Committee Meeting

January 24, 2019– 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

- Catering and venue updates
- Other

b. Membership Committee

- Exhibitors:
 - Available space and table locations
 - Fees and inclusions;
 - Notice & Application forms review
- Table for free magazines etc, membership sign up

c. Education Committee

- Request for workshops proposals; responses
- Kids' activity update
- Volunteers – training and responsibilities

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

- Pre-Registration process discussion
- On-site registration update

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

7:40 Other CCGA Business?

7:50 Set next Coordinating Committee meeting date & location (GrnTech?)

8:00 Adjourn