



## Members' and Partners' Coordinating Meeting

**Tuesday January 21, 2020 – 6:00 PM - 8:00 PM**

**The Hatchery - 135 N. Kedzie**

### **6:00pm - 1. Welcome & Call to Order**

- Volunteers for Time-Keeper/Note-Taker
- Review of Agenda
- Review of previous meeting minutes

### **6:10pm - 2. 2020 Conference Discussion**

- Discussion of Conference Chair – vote
- Communications: Presentation of 2020 conference logo ideas & vote
- Communications: Website updates/posts;
- Communications: Online registration: also provide all lists, badges, documents for registrants;
- Communications/Finance: new payment vendor set-up;
- Education Committee: Workshops selected from RFP & Vote
- Education Committee: Discussion of having keynote speaker
- Finance: Options for fiscal agent fee agreement with NeighborSpace
- Venue & Food: Discuss \$5 table rental, Catering (boxed versus hot lunch), Coffee carts (yes or no), Discussion of flow of space and use of bridge – do we want people to enter from the Arts Building?
- Target Sponsors & Approach
- Creation of Ad-hoc registration team
- Creation of Ad-hoc logistics team
- Discussion about centerpieces for tables

### **8:00pm - 3. Reminder of Next Meeting Date & Adjourn**