

Conference Planning Committee Meeting Minutes
Hennepin Technical College – Eden Prairie
Thursday, October 2, 2008
9:30 a.m. – 12:00 p.m.

Present: Katherine Raabe, Pam Moslowski, April Newburg, Sheila Sejnoha, Mickie Waterman, Dick Battig, Kathy Kronebusch, Scott Glime, Diane Borchardt, Nate Rosckes, Laura Link, Katie Hendrickson

Absent: None

Budget Update:

At this point, we have not received a monthly update from the treasurer. The only expenses we have incurred are food/drink for our monthly meetings, \$3500 for Malcolm Kushner, \$200 for Amanda Grimm and \$100 for the Diversity speaker along with some mileage expenses for committee members to attend the monthly meetings.

Keynote Speaker Update:

Katie contacted Malcolm Kushner to book him for the fall conference. He sent a one page contract to sign stating that he would give the keynote address for \$3500 and would also have an interest session Wednesday afternoon included in that price. MAFAA will be covering his travel expenses and any lodging he would need. Due to the cost of his presentation, the contract was forwarded on to Kathy Ruby, MAFAA President, for approval.

Action items	Person responsible	Deadline
✓ Follow through with Kathy Ruby on Malcolm Kushner's contract	Katie	ASAP

Menu Update:

At the last meeting, the committee decided on the menu for lunch on Thursday, but did not decide on any breakfasts. In the past, there has been a full breakfast on Thursday morning and a continental one on Friday morning. The committee decided to go with the same thing again for this conference. Katherine and Katie will meet with Dick to decide the exact menu for each breakfast.

Action items	Person responsible	Deadline
✓ Menu selection for breakfast on Thursday and Friday	Katherine, Katie & Dick	10/30/2008

Preconference Workshop Update:

Laura updated the group that Professional Development would not be having a preconference workshop. Therefore, the Fall Conference will start at 1:00 with the President's Welcome/Keynote Speaker on Wednesday afternoon.

Confirmation of speakers from September meeting:

All speakers have been notified of their day/time of presentations. There were no conflicts with the assignments with the exception of the following:

- Study Abroad Panel – Susan Brady will not be doing this presentation. Diane is working with a few other schools to compile the panel with other MAFAA members.
- FAMS Session – Kathy reported that she is still looking for a presenter for the ISRS and Powerfaids sessions. She has contacted a few members for each session, but they will not be attending fall conference. She feels that she will be able to find someone for each and will keep us posted. Laura volunteered to do the Powerfaids if need be as she will be attending the session anyways.
- Direct Loan Panel – Laura is still working on compiling her panel for this interest session.

Action items	Person responsible	Deadline
✓ Finalize study abroad panel	Diane	10/30/2008
✓ Confirm ISRS and Powerfaids speakers	Kathy	10/30/2008
✓ Finalize Direct Loan panel	Laura	10/30/2008

40th Anniversary Update:

Diane updated the group on details of the last 40th Anniversary meeting. The concurrent speaker has not been finalized at this time, Sandy Sundstrom will provide the committee with details of this. During the 2 hour luncheon, the 40th Anniversary will be having a skit. They would like to know if we could break the lunch into segments to allow for costume changes for the skits. Diane will ask the committee how many different breaks they will need. We can do breaks by serving different parts of the meal along with years of recognition for different years. We also need to know how much space is needed for the skit, any special set up required by Marriott staff and where it is going to be. The task force has requested a special \$25 fee for retired/former members to attend the Thursday dinner and afternoon activities. It has been forwarded to Exec Council which meets on October 10th.

Action items	Person responsible	Deadline
✓ 40 th Anniversary Concurrent Session Speaker	Diane	ASAP
✓ Finalize skit details	Diane	10/30/2008
✓ Outcome of special fee from Exec Council	Diane	10/30/2008
✓ Contact Lois Larson on Years of Service Recognition	Katie	ASAP
✓ Confirm members at head table for lunch on Thursday	Diane	10/30/2008

Charity Update:

Sheila has contacted the Minnesota Autism Society on speaking at the conference at the opening session on Wednesday afternoon. She has yet to receive confirmation on this. As soon as she does, she will update the committee by email.

Action items	Person responsible	Deadline
✓ Inform committee of charity speaker for Wednesday afternoon	Sheila	ASAP

Registration Booth:

Katherine is the Registration Coordinator and Pam has agreed to assist her. She will be sending out a chart with time slots for committee members to volunteer to staff the registration booth. The booth will be open Wednesday from 10:30 a.m. to 1:00 p.m. and Thursday from 7:30 a.m. to 9:45 a.m. It was noted from a suggestion of a MAFAA member to have the first name on the nametag larger to make it easier for people to read from a distance.

Action items	Person responsible	Deadline
✓ Send out registration sign up to committee members	Katherine	10/30/2008
✓ Prepare nametags	Katherine	After registration closes on November 7th

Welcome to MAFAA / Newcomers Session:

Last year, the President-Elect and Chair of Leadership presented at this session. April and Sheila will contact Lois Larson (President-Elect) and Dave Vikander (Leadership Chair) to see if they will present at this session. Pre-registration will be required and will be done through the online conference registration. Scott will forward the names along with contact information on to April and Sheila for them to contact these members before the conference. We will invite them to the interest session along with dinner that will be held immediately following the interest session at the Marriott's Northern Shores Grille. To help move things along during dinner, a few dinner entrees will be selected from the menu for the attendees to choose from. Dick has been working with the Marriott on food details and will work with April and Sheila on this to compile a list for dinner on Wednesday evening.

Action items	Person responsible	Deadline
✓ Confirm session presenters	April & Sheila	ASAP
✓ Email April and Sheila newcomer names/contact information	Scott	Continuously

MAFAA Fundraiser:

Nate has graciously volunteered to take charge of the MAFAA Fundraiser. Diane has gathered information on the silent auction from Diann Danov and letters to donors from Jo Woodward. Laura will have the assistant of her work study to get the letters out to various organizations for items for the fundraiser.

We are going to encourage each committee to bring a basket for the fundraiser along with promoting participation by the entire membership. This will be done by forwarding it to Exec Council and sending out emails to the MAFAA listserv. Laura volunteered to compile the Conference Planning basket and asked for suggestions on a theme. After some discussion, we decided on a "Go Green" basket and each committee member would donate \$5. Laura collected from Mickie, Dick, Nate, Diane, Katie, Kathy, Scott, Pam and Laura at the meeting leaving Katherine, April and Sheila to pay at our next meeting.

The hours of the fundraising room will be posted in the agenda: Wednesday – 10:30 a.m. to 1:00 p.m. and 2:45 p.m. to 5:00 p.m. Thursday, it will be open: 9:30 a.m. to 12:00 p.m. and 2:15 p.m. to 4:00 p.m. The fundraiser will close at 4:00 on Thursday and winners for both the silent auction and raffle will be posted in the Pre-function area where Blast from the Past will be held at 5:00 p.m.

Action items	Person responsible	Deadline
✓ Forward silent auction/donor letters to Laura	Diane	ASAP
✓ Send out letters to donors	Laura	ASAP
✓ Notify Exec Council for all committees to do basket (same as last year)	Katie	10/10/2008
✓ Send email to MAFAA listserv asking for membership to donate	Katie/Katherine	Continuously
✓ Bring poster board for posting of winners	Pam	10/30/2008

Online Registration:

Scott has been working with the MAFAA website to set up the online registration for fall conference. Katie has contacted Kathy Ruby on conference fees as there is not an increase from last year. We are double checking that they are ready to go for fall conference at: \$145 for full conference (current member), \$185 for full conference (new member), \$70 for Thursday only (current member) and \$110 for Thursday only (new member) with a \$30 late fee added for late registrations. Scott has a couple of things left to test, but will send the test site to the committee to try before going live. In addition to the questions for new members for the newcomer's session, a vegetarian option will be added. Scott will forward these names to Katherine to note at the Registration booth. They will be given a ticket for a vegetarian meal to present at the lunch on Thursday afternoon to the Marriott server. The committee decided to have a conference deadline registration of Friday, November 7th.

Action items	Person responsible	Deadline
✓ Send test site to committee for online registration testing	Scott	10/6/2008
✓ Confirm conference fees	Katie	ASAP
✓ Send new member information to April and Sheila	Scott	Continuously
✓ Send vegetarian meal selections to Katherine	Scott	Continuously

MAFAA Mixer:

Mickie has forwarded Laura the WASFAA mixer to update with MAFAA questions. April has agreed to print 400 copies of the mixer which will be handed out at Registration. The deadline to hand in the mixer will be 4:00 on Thursday and will be printed in the agenda along with on the actual mixer print out. A box will be in the Fundraising Room for members to turn their completed mixers in at. A prize of a \$25 gas card to Holiday will

be purchased by Laura and be presented at the Blast from the Past event. The winner needs to be present to win. In order to promote the mixer, we will have Kathy Ruby announce it at the beginning of the conference in her president's welcome.

Action items	Person responsible	Deadline
✓ Print 400 BINGO mixers	April	10/30/2008
✓ Purchase \$25 gas card to Holiday	Laura	10/30/2008
✓ Ask Kathy Ruby to announce mixer at opening	Katie	10/30/2008

Vendor Hours:

Donna Jager, Corporate Support Chair, inquired on vendor hours and specifications of agenda inserts for those vendors who can contribute. The committee decided on vendor hours of Wednesday: 10:30 a.m. to 1:00 p.m. and 2:45 p.m. – 5:00 p.m. Thursday will be: 8:00 a.m. to 12:15 p.m. and 2:15 p.m. to 4:00 p.m. Diane will inform Donna of this information.

Action items	Person responsible	Deadline
✓ Notify Donna Jager of vendor hours and agenda insert specifications	Diane	ASAP

Agenda:

- Deadline for agenda for EAC is October 20th, so all session forms need to be completed ASAP and forwarded to Laura for check off list and Katie for agenda information.
- Included in the agenda will be a map of the Marriott, skyway map, and list of restaurants in the area. Nate will update the restaurant list.
- A list of committee members will be provided to EAC for the agenda, also.
- Biographies of keynote and concurrent speakers will be forwarded to Diane to be included in the agenda which include Malcolm Kushner, Amanda Grimm, Jon McGee, 40th Anniversary Concurrent Speaker, and Jamie Malone. Included with the biography will also be a picture of the speaker.
- 40th Anniversary Insert

Action items	Person responsible	Deadline
✓ Complete session forms and forward to Katie and Laura	All	10/20/2008
✓ Forward updated restaurant list to Diane	Nate	10/20/2008
✓ Committee list to Diane	Katie	10/20/2008
✓ Biographies of keynote and concurrent speakers to Diane	Katie, Mickie and Diane	10/20/2008
✓ 40 th Anniversary Insert	Diane	10/20/2008

Miscellaneous:

- Last year, speaker packets were assembled and handed out to non-MAFAA members at the Registration booth. Included with the packet was their name tag, an agenda, time and room of their session and any other pertinent information for the speaker. Katherine volunteered to do the packets for the conference.

- Sector meetings will be held Thursday morning during breakfast. Katie will prepare table signs for each sector and notify the sector reps of this change.

Action items	Person responsible	Deadline
✓ Compile speaker packets	Katherine	11/19/2008
✓ Notify sector reps of change in meeting times	Katie	ASAP
✓ Prepare table signs for sector meetings	Katie	11/19/2008

Future Meetings:

Thursday, October 30th at 9:30 a.m. – Hennepin Technical College – Eden Prairie

Action items	Person responsible	Deadline
✓ None		

Respectfully submitted,

Katie Hendrickson

Conference Planning committee member