

2009-2010
MAFAA Conference Planning Committee Meeting Minutes
Tuesday, November 17, 2009
Hennepin Technical College
9:00 a.m. – 12:30 p.m.

Present: Dick Battig, Diane Borchardt, Katie Hendrickson, Tom Hensch, Kellye MacLeod, Shannon Nealy, Scott Spinks, Joni Wiederhoeft,

Absent: Michelle Ahrendt, Jessica Christensen, Scott Glime, Scott Miller, Dave Woodward

Welcome/Introductions:

Joni and Katie welcomed the committee to the meeting and had introductions as the Executive Council approved three additional members: Tom Hensch, Kellye MacLeod and Scott Spinks.

Budget:

At this time, we only have one expense accounted for of our \$25,000 budget. The fee for our keynote speaker, Ross Bernstein, is \$5,000. His fee includes the keynote address along with an interest session.

Katie mentioned the online reimbursement form located on the MAFAA website for mileage to conference planning meetings.

Assignments:

We assigned the remaining coordinators that were left vacant at our first meeting:

- **A/V Coordinator – Scott Spinks**
 - *Conference Booklet Coordinator – Dave Woodward (Assigned at first meeting)*
 - **Registration Coordinator – Kellye MacLeod**
 - **Newcomer’s Coordinator – Jess Christensen**
 - *Conference Moderator/Check List Coordinator – Katie Hendrickson (Assigned at first meeting)*
 - *Meeting Minutes – Katie Hendrickson (Assigned at first meeting)*
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Online Agenda:

The online agenda was brought forth to Exec Council and they were okay with the change. Vendor ads will be embedded in the online agenda (uploaded PDF), so members will only be able to print the agenda with the vendor ads included.

It was suggested that there be copies available at Registration for members to view if needed. The possibility of having a printer on site was also suggested for members to print a copy of the large agenda if they chose and did not bring along to the conference.

Pocket agendas will still be used as in the past. We are hoping to have each description outside of the door for each session. Dave will be working with Maddens to coordinate this.

<u>Action Item(s)</u>	<u>Person Responsible</u>	<u>Due Date</u>
✓ Coordinate with Maddens for descriptions on outside doors	Dave	Spring Conference

MASFAA Evaluations:

Cappy Breuer and Nichole Lien were gracious to share the evaluation results from the MASFAA Conference held in October at the Marriott. The committee reviewed the results and found them useful for spring conference sessions and suggestions.

Draft Agenda:

We began placing sessions into time slots on the “draft agenda” as Exec Council would like to see it at their next meeting. Please see separate attachment of the draft agenda, as we are not releasing it to the website until we have confirmation of the speakers. Behind the session in bold and italics is the committee member responsible for making contact for availability on that session.

<u>Action Item(s)</u>	<u>Person Responsible</u>	<u>Due Date</u>
✓ Contact speakers for availability and time	As assigned	Next Meeting 12/22/09
✓ Contact Kathy Ruby for session brought forward	Katie	Next Meeting 12/22/09

Charity Suggestions / Fundraising Activity:

Shannon researched food shelves in the Brainerd area. Many of them are branches of Second Harvest Heartland which was the charity selected for the MASFAA Conference. After some discussion, the need of donations to food shelves is growing. In the past, MAFAA has selected the same charity for fall and spring conferences, so we feel this charity would be a good selection for the spring conference.

At the first meeting, it was suggested to bring non perishable foods items to the conference. Although food donations are welcomed at the food shelves, so much more can be done with monetary donations.

The activity to raise funds for Second Harvest Heartland will be discussed at the next conference planning committee meeting.

<u>Action Item(s)</u>	<u>Person Responsible</u>	<u>Due Date</u>
✓ Contact Brainerd area chapter to see if someone would attend	Shannon	Next Meeting 12/22/09
✓ Brainstorm ideas for charity fundraiser	All	Next Meeting 12/22/09

Spring Conference Guests:

The MASFAA President, Jim Brooks will be invited to the spring conference. In addition, the state exchange program representative will also be invited. This year, Thomas Ratliff from Indiana will be invited to visit Minnesota.

<u>Action Item(s)</u>	<u>Person Responsible</u>	<u>Due Date</u>
✓ Invite Jim Brooks & Thomas Ratliff to spring conference	Katie	Next Meeting 12/22/09

Next Meeting:

Meetings were scheduled for at Hennepin Technical College in Eden Prairie:

- Tuesday, December 22nd
- Wednesday, January 20th
- Thursday, February 18th

<u>Action Item(s)</u>	<u>Person Responsible</u>	<u>Due Date</u>
✓ Contact Pat Berktold for meeting room at HTC	Joni	ASAP

Respectfully submitted,

Katie Hendrickson
Conference Planning Committee Member