

20220511 D35 Conference Planning

Wednesday, May 11, 2022 7:50 PM

- Reports
 - PR - Janet
 - Working with Spectrum on award with Molson Coors
 - Facebook post
 - 5 Basket on line
 - Managed through Bidding Owl
 - 15 in person
 - Education session - Cindy
 - Technology - Jeff/Matt
 - Jim Vitrano can help with Tech
 - Program - Tuba/Atul
 - Facilities - Lois
 - Hospitality - Ronda
 - Registration - Karen
 - Clubs - [DL May 7]
 - Individual
 - In person - 78
 - On line - 74
 - Virtual - 52
 - Guest - 8 (in person)
 - Friday - 62
 - 1st timers - 28
 - 19 - virtual* (alternative)
 - 9 - in person
 - Meet and greet -
 - Corporate - 2
 - Tom T
 - Missing registrations from presenters:
 - Theresa Flynn
 - Rich Hopkins
 - Meal request for Ed Tate
 - Expand club registration
 - Can use District Dollars will be reimbursed
 - Beverages: 2 tickets per packet
 - Ready for registration
 - Past District Directors and Governor's Dinner - Rozaline
 - Keynote - Jennifer
 - Ed needs an online slot for during
 - Website - Jennifer
 - Teri
 - Zoom links
 - [Biddingowl.com/auction/home.cfm?auctionID=24498](https://biddingowl.com/auction/home.cfm?auctionID=24498)
 - Matt - create single zoom link one Friday, one Saturday, me to follow up

- Zoom Master
 - Keith - remote education sessions
 - Yuriy - remote
 - Cindy - remote
- Zoom only education session
 - Cindy
 - Richard
 - Etrech
- Mailchimp attendees import Eventbrite file
 - Need new links
 - Jennifer will create new links for Friday and Saturday
- Mailchimp
 - Teri will send out Thursday and time release Friday and Saturday
 - Teri will pull the roster
 - Include information for the online auction
 - Janet sent Teri information and links
- Hotels
 - 20 extra meals
 - Covid protocols
 - None, but sanitizer will be available
 - Janet will bring mask
- Evaluations
 - Form on Toastmaster
 - Janet will bring form
- District
- Host club
- Alpha by Division and Area order
- Master Host - Kris
- Color Guard - VFW of Marshfield
- Gift for Ed Tate - Lois will present
- Post card
- Jessica
 - GBR 3 for 1:45 - Ed Tate Theater style
 - Head table
 - Lunch - 4
 - ppt
 - Dinner - 13
 - ppt Tom R
 - No tables for AD/DD
- Action Items
 - Janet
 - ☒ ○ Work on the balance of the education sessions
 - ☒ ○ Email Jennifer Young articles for newsletter

- ☒ ○ Prepare the Agenda at a glance by Wednesday
- ☐ ○ Raffle posts
- ☐ ○ Check on the lanyards from work
- Cindy
 - ☒ ○ Waiting on 1 to receive information from
 - ☒ ○ Breakout room assignment – usually determined by the Conference Chair
- Matt
 - ☒ ○ Put together list of needed but missing equipment and submit to Jesse and TRIO
 - ☒ ○ Follow up with SpeakTV
- Jeff
 - ☐ ○ Confirm what equipment the hotel can provide and any associated costs
 - ☒ ○ Check to see if the hotel provides tiered internet service
 - ☐ ○ Send Matt sound invoice for microphones
- Rhonda
 - ☐ ○ Send Jesse sample program book
- Ronda
 - ☒ ○ Get give aways for first timers
 - ☒ ○ Determine location for First Timers Reception
 - ☒ ○ Work with Janet on the communication for the banner parade
 - ☐ ○ Gather list of list of volunteers
 - ☒ ○ Send email to Janet for communication for volunteers
 - ☐ ○ Put together put the bags together
- Jennifer
 - ☒ ○ Check on badge holders and name tags
 - ☐ ○ Follow up Janet communication for district \$ for registration
 - ☐ ○ Arrange introduction with Pres and Kofi
 - ☐ ○ Look for a photographer
 - ☐ ○ Send Jesse the link to the May 7 session
- Jesse
 - ☒ ○ Prepare welcome letter this week
 - ☒ ○ Follow up with Lois on any items to prepare
 - ☒ ○ Work with Cindy on breakout room assignments
 - ☐ ○ Follow up with SpeakTV
 - ☐ ○ Schedule Tech Call W 5.4.22 4 pm (Matt, Teri, Jennifer)
- Teri
 - ☒ ○ Prepare welcome letter this week
 - ☐ ○ Send Karen Avery label sizes
 - ☒ ○ Create program for the following events
 - ☐ Opening
 - ☐ Luncheon
 - ☐ Dinner
- Program Book Review Session Wednesday 5.27.22 7 pm
 - Teri send reply
 - Cindy
 - Janet - writing
 - Tuba
 - Jennifer - writing
 - Teri - writing
 - Send link for Wednesday's meeting

- Business meeting
 - Zoom meeting - Teri will find Zoom master
- June 11 - DEC training
- July 16 - TLI
- Jennifer - Need link for the schedule from Tuba
- Zoom only (virtual) remote
 - Cindy
 - Etck
 - Rich Hopkins
- Communication
 - Schedule and zoom links for
 - Need a person to monitor Eventbrite
 - Program
 - Reports
 - PR - Janet
 - Session information
 - Missing brainstorming session description
 - PR for Toast on Tap
 - Call for volunteers sent to Teri
 - Raffle post
 - Registration post
 - Has materials for first timers bag
 - Have 12 baskets for raffle
 - Create price list for raffle
 - Post scheduled close on May 7
 - Banner Parade
 - Education session - Cindy
 - Bio for session
 - Speaker don't pay registration, but will need to buy meals
 - 12 speakers
 - Who set up zoom links
 - Add zoom masters
 - Print copy
 - Print graphics printer
 - Cindy - send out speaker needs
 - Technology - Jeff/Matt
 - List of items per education session
 - Have enough equipment for 1 set up
 - No response from SpeakTv
 - Need to rent equipment from hotel
 - Budget and how much equipment
 - \$3K per set up/room
 - Send info to trio before Thursday
 - Matt - put together list of equipment
 - Terri - create zoom account for Matt
 - Call W 4 pm (Matt, Teri, Jennifer)
 - Jim Vitrano can help with Tech

- Program - Tuba/Atul
 - Remove Friday Raffle Drawing
 - John - no photo or description
 - Cindy - description
 - Past District Directors
 - Milestone anniversaries: 20+ years in Toastmasters
 - Jennifer send list
- Facilities - Lois
 - Needs room monitors (9)
 - Will not have a 3 tier; will have a long table due to screen placement
- Hospitality - Ronda
 - Gave email to Janet for banner parade
 - List of give away for first timers
 - Need a room for event for first timers
 - Will coordinate for virtual
 - Need volunteers in this week's memo
- Registration - Karen
 - Clubs - 28 [DL May 7]
 - Individual
 - In person - 62
 - Virtual - 52
 - Guest - 10 (in person)
 - Friday - 52
 - 1st timers - 23
 - x - virtual* (alternative)
 - 7 - in person
 - Meet and greet -
 - Materials deliver to Karen
 - Expand club registration
 - Can use District Dollars will be reimbursed
 - Beverages: 2 tickets per packet
 - Ready for registration
- Past District Directors and Governor's Dinner - Rozaline
- Keynote - Jennifer
 - Ed 4.29 and 5.14 - Jennifer Y will serve as presenter
 - Paul will serve as Zoom Master on 5.29.22
 - Max room reservations added
 - Pres 5.14.22 - Kofi will serve as presenter [Keith ZoomMaster; Hamon Q&A session]
 - We need Zoom masters for 5.7.22 & 5.14.22
 - For the 5.29.22 session with Ed, 25 members have registered
 - Ed needs an online slot for during
- Website - Jennifer
 - Update website to reflect May 7
 - Website launce this week
- Sponsors

- Molson Coors made a donation and covering the cost of beverages for the first timer reception
- Speech Contest
 - 3:25 Table Topics
 - Paula Hollian - Contest Master TT
 - Karl - Contest Master IS
 - Judy B Chief Judge
 - Briefings
 - TT 12:30 - 1:15 pm
 - IS 1:15 - 2:00 pm
 - Contest 3:30 pm
- Candidate Showcase 6 pm Sunday
- Hotel deadlines
 - Agenda/schedule 5.3.22
 - # Attendees 5.3.22
 - Meal counts 5.5.22 (Can make changes up to 5.11.22)
 - Set up needs/AV 5.5.22 - need to follow up
 - Meal codes 5.10.22
 - Karen will work with Jessica for counts
 - Karen will put together the drink tickets
 - Karen will put together badges
 - Teri send Name badges
- Meeting cadence
 - 2nd meeting this week Wednesday 7 pm
 - Week of 5.8: Sunday, Wednesday 7 pm
- Meeting link May 7
- Teri
 - Morning - done
 - Lunch - in process
 - Dinner -
 - Volunteers
 - Zoom Master
 - ☐ Keith
 - ☐ Paul Van Dyke
 - ☐ Jim - may
 - ☐ Aturl
 - ☐ Eric Y
 - ☐ Jennifer Y
 - ☐ Brandon
 - ☐ Tina Palmgren
 - ☐ Amy
 - ☐ Richard
 - ☐ Steve
 - ☐ Joseph G
- Action Items

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- Business meeting
 - Zoom meeting - Teri will find Zoom master
- June 11 - DEC training
- July 16 - TLI
- Create breakout rooms - zoom master
 - One link and create breakout rooms
 - Jennifer will create team
- Phone number
 - Cindy: 414.614.1166
 - Robert: 262.891.7587
 - Ronda: 262.751.8615
 - Jennifer: 313.832.0214
 - Teri: 920.422.4388
 - Janet: 904.535.9548
- Covid Protocols
 - Hotel
 - Bring masks
- Program book
 - Jennifer - Print Graphics
- Raffle
 - 50/25/25
- Donations
 - 12 bales of potatoes 5 lbs bag of potatoes
 - Barb - 20 books: 1st timers
- Follow up with Kris for MC program
- Jennifer Young - Ed Tate
- Photographer - Liz Polack