

202200504 D35 Conference Planning Session

Wednesday, May 4, 2022 6:46 PM

- 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
 - 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