

# 20220328 D35 Conference Planning Meeting

Monday, March 28, 2022 3:31 PM

- Attendees
  - Matt
  - Teri
  - Cindy
  - Jeff E
  - Ronda B
  - Janet
  - Jennifer K
  - Karen P
  - Rhonda W
  - Artul
  - Jason
- Reports
  - PR - Janet
    - Facebook post is now out
    - Communication plan has been updated on Google Drive
    - Finished some of the education sessions post
    - We have 5 baskets for the raffle
    - ☐ ○ This week working on the rest of the education sessions
    - ☐ ○ Will email Jennifer Young articles for newsletter
    - ☐ ○ Agenda at a glance will be completed by Wednesday
    - ☐ ○ Will have contact with the ADs this week
    - Need further discussion
      - Do we update D35 website – needs discussion
      - How many baskets do we want/need
  - Education sessions - Cindy
    - Scheduled to have up to 12 sessions
    - Have 10 confirmed sessions, all in person
    - Waiting on 1 to receive information from
    - Have one open session, looking for a speaker
    - ☐ ○ Breakout room assignment – usually determined by the Conference Chair
    - There will be four sessions with 3 presenters per session
  - Tech - Jeff/Matt
    - Purchas of the wireless mic has been approved
    - DEC – long range planning
    - We are currently short on equipment for hybrid configuration
    - ☐ ○ Matt will put together list of needed but missing equipment and submit to Jesse and TRIO
      - Cameras
      - Tripods
      - Other
    - We will need volunteers to help with cameras, etc.
    - ☐ ○ Matt will follow up with SpeakTV
    - ☐ ○ We will need to confirm what equipment the hotel can provide and any associated cost
    - ☐ ○ Jeff will check to see if the hotel provides tiered internet service
    - ☐ ○ Jeff has sound contact and will send to Matt
    - Needs further discussion

- Long term plans with DEC regarding equipment
- Program - Tuba/Atul
  - Reviewed program book
  - Has sections that need to be completed
  - The following programs are set up by the TRIO
    - Opening
    - Luncheon
    - Dinner
  - ☐ ○ Rhonda will send Jesse sample book
  - ☐ ○ Jesse will prepare welcome letter this week
  - ☐ ○ Teri will prepare welcome letter this week
- Facilities - Lois
  - Submitted 2 candidate for the Communication and Leadership Award to the TRIO
  - ☐ ○ Jesse will follow up with Lois to cover any items she could do
- Hospitality - Ronda
  - ☐ ○ Swag bag for first timers
  - ☐ ○ Planning first timers reception
    - Need location where to be held
  - Planning banner parade
    - ☐ ▪ Ronda will work with Janet on the communication
  - ☐ ○ Need list of volunteers
- Registration - Karen
  - Registration
    - 8 clubs to date
    - 16 members on site
  - Table hours
    - Friday 3:30 - 7 pm
    - Saturday 7 - 12 noon
  - Needs badge holder and name tags
    - ☐ ▪ Jennifer K will check on this
- Past District Directors and Governors dinner - Rozaline
- Keynote - Jennifer K
  - Ed Tate
  - Pres Vasilev