

# 20220418 D35 Conference Planning Session

Monday, April 18, 2022 7:25 PM

- Reports
  - PR - Janet
    - Session information
    - Missing brainstorming session description
    - PR for Toast on Tap
    - Call for volunteers sent to Teri
  - Education session - Cindy
    - Bio for session
    - Speaker don't pay registration, but will need to buy meals
  - 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
  - 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
  - Registration - Karen
    - Clubs - 23 [DL May 7]
    - Individual
      - In person - 49
      - Virtual - 30
      - Guest - 8
      - Friday - 43
      - 1st timers - 11
      - Meet and greet -
    - Materials deliver to Karen

- Expand club registration
  - Can use District Dollars will be reimbursed
  - Beverages: 2 tickets per packet
- 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
- 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 - TT Contest Master
- Candidate Showcase 6 pm Sunday
- 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
  - 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 micro
  - 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 vol
  - Jennifer
    - ☐ ○ Check on badge holders and name tags
    - ☐ ○ Follow up Janet communication for district \$ for registration
    - ☐ ○ Arrange introduction with Pres and Kofi
  - 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
- Teri
  - ☒ ○ Prepare welcome letter this week
  - ☐ ○ Create program for the following events
    - ☐ Opening
    - ☐ Luncheon
    - ☐ Dinner