

20220425 D35 Conference Planning Session

Monday, April 25, 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
 - 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
 - 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 - 24 [DL May 7]
 - Individual
 - In person - 53
 - Virtual - 35
 - Guest - 8
 - Friday - 45
 - 1st timers - 15
 - 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
- 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
- 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
 - ☐ ○ Raffle posts
 - ☐ ○
 - 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
- 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
 - ☐ ◦ Send Karen Avery label sizes
 - ☒ ◦ Create program for the following events
 - ☐ Opening
 - ☐ Luncheon
 - ☐ Dinner
- Wednesday 7 pm
 - Teri send reply
 - Cindy
 - Janet - writing
 - Jennifer - writing
 - Send link for Wednesday's meeting
 - Tuba
- Business meeting
 - Zoom meeting - Teri will find Zoom master