

20220410 D35 Conference Planning Session

Sunday, April 10, 2022 3:24 PM

- Reports
 - PR - Janet
 - Education session - Cindy
 - All information sent to Tuba
 - 1 picture remaining
 - Technology - Jeff/Matt
 - List of items per education session
 - Have enough equipment for 1 set up
 - No response from SpeakTv
 - Program - Tuba/Atul
 - 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
 - Registration - Karen
 - Clubs - 20
 - Individual
 - In person - 41
 - Virtual - 20
 - 7 - 1st timers
 - 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
 - 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
- 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 contact
- 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