

April 21, 2008

Attendees: Ken Oldenburger
Emily Shrimpton
Jon Weston
Jim Phillips
Ann Cummings

Meeting called to order 5:00 p.m. (722 Johnson Street)

1. Motion made by Emily to approve Minutes of February 26, 2008, seconded by Jim.
2. Jim will meet with Linda Nobrega after the conference to reconcile the final conference finances.

Jim is delivering a cheque for \$6548.03 from ARMA to Harbour Towers as part of the prepayment for the hospitality costs. (Hospitality costs are higher than the planning documents show due to the higher than anticipated number of attendees).

3. Program/Conference Planning – About 125 people currently registered via SPORG. A number of sponsors are hosting coffee breaks. 7 vendor tables have been sold, although several are non-profit groups so their fee is lower.

Email update has been sent to all attendees with agenda and program links included. Speakers have been asked to have their presentation materials submitted for posting by Monday evening at the latest.

Jon has volunteered to take over the role of SPORG administrator from Ken.

Speaker assistants are assigned have been notified of their tasks.

The format of the evaluation form was discussed. The decision was that one evaluation form would be used, listing each timeslot and allowing the evaluator to insert the speaker/presentation information and then respond to standard evaluation questions. Ken will forward this to the AABC planning committee for adoption and finalization.

Other final conference details were reviewed.

4. National Conference Planning – the grant requests have been submitted, one was rejected due to missed timeline. More justification is needed to support the grant request for the leadership conference. Emily will follow up with more detailed travel costs and chapter finances.
5. Membership - Our membership is now at 25, with 6 names of the “99” list for our area.
6. AGM – still being planned for the Fernwood Inn. Emily to follow up with the venue.
7. Next meeting – TBD

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Meeting adjourned – 6:30 p.m.