**Meeting Agenda – July 27th, 2023**

**Next Meeting: I will be sending a poll out to set meeting dates for Aug, Sept & October**

**Clayton Conference 2023**

**Theme: Building a 1000 Island Puzzle: Putting Multiple Pieces into Place**

**In attendance: Kim, Amy, Sarah, Michael, Darcey, Abby, Lorraine, Jamia, Jaimi, Amanda**

1. I heard from Tomi Gunn from MLA. They will attend and send us a certificate to raffle for a free one-year MLA membership. I have tentatively scheduled them to do their MLA Update before the membership business meeting on Friday.
2. Vendor Report: Jennifer could not join us to update us on the numbers. I will check in with her next week. With vendor numbers down, I have some proposed cuts I would like to make.
* Cancel drink tickets for the Welcome Reception- the cost was a little over $1000 last year. There was strong support for eliminating this.
* A comped Welcome Reception is one of the perks they offer for booking multiple years. I propose we take advantage of this. It is a pared-down offering compared to what we have had in the past. I will confirm, but I think it includes only two appetizers: and a cash bar with beer, wine, and soda. The current projected cost is roughly $2,700. I will work with the hotel on this, I will be meeting with them next week.
* Another perk for multiple-year booking is that they will comp a Break – I propose we comp the Friday morning break. The current projected cost is roughly $900.
* Vendor Gifts – this was roughly $250 last year. - talk to Jennifer
1. CE Report –Up on the website – Sarah will work with Miranda to coordinate with MLA.
2. I’ve heard from both Keynotes – they have been away and promised to get me their information for the program in the next week or so. As soon as I have that information, I would like to get it on the website and include it in any calls for registration.
3. Inform your colleagues – I think it’s important that we solicit member content to fill our schedule. Please send the call for presentations and the registration links to your colleagues who may not be members and to anyone else you think might be interested. We have received one proposal so far.
4. Registration & the program – a link to the program on the website… Darcy recommends I get administrative access to Wild Apricot to be able to pull down the registrant list as needed. The list will be shared with Abby and Rebecca two weeks prior to the conference date. I will update them as needed.
5. Communications – are we able to post to our social media sites? Jaimi is working on this.