

Conference Planning Meeting

Friday, 01/17/2025
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Attendees**

*Absent:*

*Note taker:*

# Agenda & Notes:

## Last Meeting Follow-up

1. Survey UNYOC members on conference dates and times - Mary Jo and Lorraine
2. Contact vendors with proposal - Mark and Jennifer
3. Prizes/raffle for virtual meetings - Kim and Mary Jo
4. Contact Keynote Speakers - Mary Jo
	1. Two speakers confirmed
		1. Brenda Ayers
		2. Jode Millman
	2. Lorraine to follow up once more with Dr. Joe Stahlman

## New Business

1. Create subcommittees to accomplish planning tasks
	1. Program Committee (responsible for member content)
	2. Registration Committee (responsible for forms and tasks related to conference/CE registration)
	3. Communications Committee (responsible for advertising, and related)
2. Discuss CE options
3. Discuss Theme and Logo
	1. “Staying Alive in 2025: Navigating Real and Virtual Worlds”
	2. Logo? (Does anyone have a Canva account and experience?)
4. Draft “Save the Date” message to post to UNYOC-L and website
	1. Volunteer?
5. Draft and send agreement to speakers, and request bio and photo from them

# Action Items

* Lorraine to reschedule planning meeting from February 21st to February 28

# Next Meeting Agenda Items

1. Next Meeting: February 28 , 2025