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Conference Planning Meeting

Friday, 03/21/2025  
**─  
Attendees**

*Absent:*

*Note taker:*

# Agenda & Notes:

## Last Meeting Follow-up

1. **Preliminary Schedule:** 
   * 1. **Tuesday** - Speaker #1, Member content, vendor updates, lunch break; Business Meeting 1:30-3:00
     2. **Wednesday** - Member content, vendor updates; CE class 1:15 - 3:15
     3. **Thursday** - Lightning Talks by members, Speaker #2, Member content, lunch break, vendor update, more member content
     4. Lunchtime option to hang out on zoom
2. **Vendor Contacts**
   * 1. Gold Sponsors – $500 for 15-minute spotlight; PR and attendee list
     2. Silver sponsors – $400 for PR, and attendee list
     3. Sponsor a speaker – Vendor: ??
     4. Sponsor CE – Vendor: ??
3. **Sub-Committees**
   1. Program Committee (responsible for member content)
      1. Volunteers: Beth, Mary Jo
      2. Next step: Watch for submissions
   2. Registration Committee (responsible for forms and tasks related to conference/CE registration)
      1. Volunteers: Rachel C., Kim, Michael
      2. Next Step: Update forms for 2025
   3. Communications Committee (responsible for advertising, and related)
      1. Volunteers: Liz, Rebecca, Lorraine
      2. Next Step: Add logo to all outgoing conference messages
4. **CE Update**
   1. Topic and Presenter: ??

## New Business

1. **Choose logo**
   1. Vote for favorite - winner:
   2. Add logo to WA conference page
2. **MLA Update**
   1. Insert into schedule
   2. Send details to Tomi Gunn at MLA
3. **Open for comments**

# Action Items



# Next Meeting Agenda Items

1. Next Meeting: **April 18, 2025**