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Conference Planning Meeting

Friday, 04/18/2025  
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Attendees**

*Mary Jo, Lorraine, Mark, Rachel B., Sarah L., Michael, Rebecca, Kim, Jennifer*

*Absent: Rachel C., Sarah H., Liz*

*Note taker: Mary Jo*

# Agenda & Notes:

## Last Meeting Follow-up

1. **Preliminary Schedule**
   1. Vendor content - presentations switched to earlier in the program each day and reduced to 10 minutes + Q & A (15 minutes max)
   2. MLA Update and Region 7 update confirmed for Wednesday at 11:15 to Noon
   3. Thursday afternoon schedule may change depending on member content
2. **Vendor Update**
   1. Registration for vendors is now live
   2. Vendor trivia game - announce at beginning with questions upfront; answers at end on Thursday
   3. Call for participation will go out next week
3. **Sub-Committees**
   1. Program Committee (responsible for member content)
      1. Volunteers: Beth, Mary Jo
      2. Next step: CAll for content will include new deadline of May 15th
   2. Registration Committee (responsible for forms and tasks related to conference/CE registration)
      1. Volunteers: Rachel C., Kim, Michael
      2. Next Step: No update at this time
   3. Communications Committee (responsible for advertising, and related)
      1. Volunteers: Liz, Rebecca, Lorraine
      2. **Next Step: Add logo and send out call for content**
4. **CE Update**
   1. Topic and Presenter: Dr. Foster is confirmed for Wednesday afternoon, 1:15 - 4:15 pm
   2. Topic will be “critical conversations” but exact title TBD
5. **Logo**
   1. Done, but needs original UNYOC logo file to be embedded
   2. Rebecca to reach out to her team to see if original logo file is available
      1. Forward file to Lorraine for final adjustment
      2. Lorraine to send finalized logo to
         1. Michael for website
         2. Jennifer and Mark for vendor communications
         3. add it to the member communication going out next week.

## New Business

1. **Cost**
   1. Registration fee for virtual conference
      1. $60 for members
      2. $25 for students, or maybe complimentary?
2. **Web-based voting and trivia game**
   1. Consider slido.com for poll response
      1. Check with Sarah H to see what Southeastern can support
   2. Consider Kahoot for trivia responses
      1. Jennifer and Mark to test

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# Action Items

* Obtain UNYOC logo and update conference logo; post conference logo in google drive for all to access
* Communications team to send out update to member listserv -Week of April 21
* Call for participation/support to go out to vendors - Week of April 21

# Next Meeting Agenda Items

1. Next Meeting: **May 16, 2025 at 10:00 AM**