Conference Planning Meeting  
Notes

Friday, 08/15/2025  
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Attendees

*Mary Jo R.,*

*Absent: Jennifer M, Rebecca K*

*Note taker:*

# Agenda & Notes:

## Last Meeting Follow-up

1. **CE Go-live**
   1. Zoom link
   2. Advertising email -
2. **Vendor Update**
   1. Registration for vendors is now live
      1. Looking for silver sponsors
      2. Revenue generated from vendors - anticipate total of $2,700
   2. Vendor trivia game - how to ???
3. **Reports from Sub-Committees -**
   1. Program Committee (responsible for member content)
      1. Final program up on WA
   2. Registration Committee (responsible for forms and tasks related to conference/CE registration)
      1. Attendee registrations
      2. CE registrations
   3. Communications Committee (responsible for advertising, and related)
      1. Advertise CE

## New Business

1. **2026 Conference Chair update**
   1. **Three (!!!) options for 2026**
2. **Updates for website conference page**
   1. **Any last-minute changes or edits? Get them in to Michael asap!**
3. **Any polls needed? Voting?**

## **Next steps**

## 

# Next Meeting

1. Next Meeting: **September 19 at 10:00 AM**