

Congress Planning Meeting
January 15, 2009

Present: Barb Merrill, Shanell Wagler, Cathy Wheatcraft, Jenny Hodges, Mary Schertz, Jane Stockton, Lorie Easter, Deb Scrowther, Gloria Cano
Excused: Tom Rendon, Dawn Collins

Review of Congress details & logistics:

Shanell – asked everyone to review Conference at a Glance; think about which workshop you want to moderate.

Jenny H – Stakeholders meeting --- Grand Ballroom

- presentation from Charlie Bruner on 4 ovals;
- small groups for ECI framework (document will help w/ DOH info)
- early childhood initiative (FFN) update
- ECI rules & overview – small group work around rules
- ECI Diversity Retreat update – Tom & Shanell
- Finish with stakeholder reports

Tuesday Registration – after Stakeholders meeting at 4:00 – 6:00 pm

Volunteers: Mary Schertz, Jane Stockton
(check on leeway for walk-ins for dinner)

Social & Cash Bar: Executive room

Vendors: can set up after dinner Tuesday until 9:00 pm OR 6:00 – 7:30 am Wednesday morning

Wednesday Registration

Volunteers: Lori Easter, Cathy Wheatcraft, Pat Dautremont - Dana Zeiser

Panel – reserve a table up front for them

Stage for speakers

Emcee:

Questions for panel prior to the Congress: Follow-up questions reflecting on keynote comments as to how this pertains to their department

Tom, Shanell, Barb, Jenny Hodges & Gretchen Hageman will formulate questions;

Shanell will start an e-mail chain

Moderators:

People volunteered – Lois wrote on Conference at a Glance page

Please remember to pick up a moderator's packet at the registration table before you go to your session.

Presenters:

Lois will contact presenters confirming the time they are presenting & the room assignment, with room capacity; she'll ask for AV needs. Lois will follow up with a phone call. She will also remind them to bring their own handouts – plan on _____?

Lunch: Courtyard, plated meal

Allow 45 minutes to eat; 45 minutes for Advocacy 101 training with Tiffany Smith & Ro Foege

Thursday DOH details: Lois' assistant, Dana, will reserve a bus & make adjustments for numbers as to how many loops will be made

Barb asked committee to send out additional information about DOH and include the Congress registration form, encouraging people to sign up so that we know how many packets to prepare

Opportunity Thursday morning at Continental breakfast at the hotel to greet people & answer questions. Adjust number to reflect primarily those who are staying at the hotel. Meal tickets will be in packet if they registered for the Congress.

Those who registered for Thursday only w/ lunch will get tickets at the Capitol when they check in.

Public engagement committee will serve as host/hostess at Capitol

Any new information about DOH (agenda) needs to be sent to Lois by Wednesday, January 21.

Handout information for both the DOH packet & the Congress packets are due to Lois no later than Monday, February 2 so that they can be copied and ready to stuff in the packets on Friday, February 6.

Recruitment Efforts

Reminded everyone to re-send the brochure.

Discussed who/how many exhibitors had registered. Cathy said about 15 registrations would be coming in.

Barb asked about list of Congress committee members. Did we forget anyone?

Ask full committee if they weren't able to participate in the phone call, they may be asked to help direct people to rooms between sessions.

REMINDER: Hotel cut-off rate is this coming Monday, January 19.
Early registration is due by January 26

Lois will call hotel on January 20 to see how many rooms are reserved; check that against registration numbers.

PACKET STUFFING: Friday, February 6

9 am – 12 Noon

DMACC - Bldg. 18 – room 35

Lois will send reminder to committee early that week with registration number so if you are bringing handouts you will know how many to bring.

Everyone will get same registration packet no matter what portion of the Congress you register for.

Evaluation form:

Design one form and include Tuesday evening, Wednesday, and Thursday DOH.

Lois will send a draft to entire committee.