VASFAA 2010 Conference Committee

Conference Call Meeting: Wednesday, September 23, 10 am

Agenda:

1. Welcome/Goals

An updated goals and objectives document was distributed to all committee members via e-mail after our call. During the call, we discussed that conference and training have been combined this year and that Biz will take the lead on all hotel related items and Zita will take the lead on all training related needs but that entire committee will work together to provide a great conference that will encourage attendance!

1. Budget

Our budget this year was based on an assumption of 165 anticipated registrations at $210 per person for a total of $34,650. VASFAA’s goal is to have the conference be self-supporting so that the registration fee covers all expenses related to the conference. If our attendance exceeds 165, there is a recognition that our costs will go up as well, particularly due to food costs.

1. Registration Fee

The registration fee will be $210 which is the same price it was for the 2009 conference. Our group discussed the possibility of proposing a daily registration fee to the Board and a lot of great input was provided. Sheila indicated that the Board would be meeting at the end of October. Biz and Zita will talk with Kerrie Roth (Treasurer) and Dawn Brown (Membership Chair) regarding the possibility of a daily rate and how it should be proposed to the Board and will communicate back to the conference committee before a proposal is finalized.

1. Agenda Format

We talked about the possibility of starting the conference with the federal update session on Sunday late afternoon (or if that won’t work, Monday morning) and closing with an “Ask the Fed” session on Wednesday morning. Greg Martin is still our federal trainer for now and after speaking with him following the conference call, Zita will be sending him a formal invitation by e-mail. Greg did indicate that he would prefer to use Sunday as his travel day and start first thing on Monday morning.

1. Meals

Jackie Bell will be taking the lead on meals.

1. Sessions

Zita will be leading a sub-committee group to put together all the general and concurrent sessions for the conference. Anita, Susan and Kathie agreed to help with this sub-group. After the call, Michael Poma also agreed to help in this area. Zita will be contacting her sub-group members by mid-October. Possible topics that were already mentioned are: college access programs across the state, schools and audit issues (SAP, FWS, etc.), new VA programs, and Sheila asked us to also consider personal development types of topics such as retirement planning, stress relief, etc. Once the sub-group gets working, we will also put together a call for sessions to send out on the VASFAA listserv sometime in November.

1. Vendor update

Zita asked Jeanne Holmes for an update on vendors. This year, VASFAA budgeted $0 for anticipated vendor income. Jeanne reported that in mid-September, information went out to the major development/sponsors/exhibitors with a deadline of October 23 for payment of a flat $1000 fee. She has already received a tentative “yes” from four entities and one “no.”

1. Program ideas

The group decided it would be best to stay with the same pocket-sized program for 2010 with the full agenda available in .pdf format on the VASFAA web site prior to the conference. If the budget allows, we will also plan to have daily signs created to post in the general areas in the convention center near the sessions. Biz and Tamy agreed to take the lead in this area.

1. Banquet theme/entertainment/decorations

Susan, Carly, and Kathie will work on options for the banquet night with Sheila’s input. Kathie did suggest a band called “Four Aces” from Langley Air Force Base that would perform for free. Sheila mentioned the possibility of having a carnival type them or just something fun for everyone to do. In a follow-up e-mail, Charles Brantley has also volunteered to work with this sub-committee.

1. Charity

Sheila will consider some possible options for a charity for us to support. We will discuss in more detail on our next conference call. Charles has also indicated an interest in working on the charity plans.

1. Registration bags/other ideas

Pat has agreed to look into options for registration bags – need to be around $1 per bag or cheaper. Pat will also be checking into local information to be put in the registration bags for conference attendees.

1. Mini web-site

Casey is working with Jane Moore and ATAC on the conference mini-site and that should be up and running within the next few weeks. It will contain basic dates and hotel information for now and then we will add to it as plans are finalized.

1. Questions?

We also discussed the great $81 hotel rate we have secured but that this rate does mean we will be paying for some of our meeting space. The Board agreed to this in the contract to help keep costs to individual members as low as possible. The hotel rate included a cooked breakfast each morning as well as a manager’s cocktail reception in the evening. VASFAA will be able to purchase tickets for both events for commuters. In a follow-up e-mail, Anita also suggested we make sure attendees know that their hotel parking will be free this year!

**Our next conference call has been scheduled for Wednesday, November 11 at 2 pm. An agenda with call-in instructions will be sent out the week before.**

Conference dates: May 23 – 26, 2010

Hampton, VA

Embassy Suites – Hampton Roads Hotel, Spa & Convention Center

