

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

Commissioner/Board Position: Pat Kelly/Rep-at-Large Professional Development

Year (e.g., 2005-06): 2005-06

Committee Members:

Jolene Burke (CLC) - Chair	Michael Poma (SunTrust) – Membership Chair
Angela Long (Miller-Motte Technical)	Biz Daniel (National Ed) – Vendor/Sponsor Chair
Michael Morgan (Edamerica)	Donna Taylor (VA Tech) – Training Chair
Jennifer Allman (VCCS)	Daniel Hewitt (Ferrum) – Electronic Services Chair
Janet Rathbun (VWCC)	Colin Spady (CLC)
Jan Abraham, (TG)	Cheryl Jones, (ACCESS)
Carl Bradsher, (Averett)	Kathi Turner (ECPI)
Vera Riddick (ODU)	Sandy Deabler (ECPI)
Paula Rafferty (RMC)	Tony Sutphin (VA. Tech)
Keisha Pope (VCU)	Dwayne Easter (VCU)
Leah Payne (Bonsecours)	Regina Welch (Bonsecours)

Standard Goal 1: To facilitate a conference(s) for the membership providing educational opportunities for all constituencies. (Strategic Plan Reference: Section 4.5 B (3, 4, 5))

Objective 1: To work very closely with Training, Vendor/Sponsor, Membership and Electronic Services committees to ensure that all needs are met and that the focus will be on producing a conference that meets the needs of the entire membership.

Status Reports of Objective 1

Date: July 12, 2005, Training/Conference Cttee Update

Report: The Conference Committee met for the first time at the College of William and Mary. Had discussions with Donna Taylor, Training Chair regarding possible speakers for the Conference. Jolene will be handling getting speakers for Sunday's Opening Session, Monday's Luncheon and Tuesday's evening entertainment.

Tentative Speakers are:

Sunday evening- Tom Deluca, Corporate Hypnosis and Power Napping for Success.

Monday Luncheon- Dr. Pat Cormier, Longwood University, President. The focus of Dr. Cormier's speech will be volunteerism.

Tuesday evening- Steel Drum Band and Stephen Bargatze, Magician

Date: July 13, 2005, Electronic Services/Conference Cttee Update

Report: Spoke with Daniel Hewitt regarding web site. Added conference teaser page to the website.

Date: August 1, 2005, Membership/Conference Cttee Update

Report: Met with Katie Ochsner of the VB Hilton. Michael Poma, Biz Daniel, Vera Riddick and Brad Barnett attended. We discussed moving the registration area to the second level hallway (basically where the Platinum Level vendors were set up.)

Date: June 21, 2005

Report: Sent Biz Daniel list of Conference Sponsorable Items. They are:

1. Conference Program
2. Pocket Agenda
3. VASFAA Baseball Hat
4. Conference light weight Nylon Bag
5. Survivor Bandana
6. Team Building Event
7. Morning Walking Event

Will move most vendors into Salon C with Platinum and perhaps Gold sponsors to be setup in the hallway. According to Katie, Salon C will hold approximately 34 vendors.

Objective 2: To follow the VASFAA Planning Guide to ensure that the production of conference is in accordance to the guidelines put forth in the guide adopted by the VASFAA Board.

Status Reports of Objective 2

Date: July 12 and August 1, Conference Ctte meetings (included were Conference Ctte, Training, V/S, Membership and the President)

Next Conference Ctte meeting will be Monday, October 3rd at the VB Hilton.

Report: Meetings conducted including all pertinent Committee Chairs. Discussions included identifying keynote speakers, preferred entertainment. Conference committee members have volunteered for the following duties:

- a. Publicity- Jolene
- b. Local Arrangements- Vera
- c. Conference Giveaways- Leah, Regina
- d. Philanthropic Event- Jan
- e. Networking/Group Event- Michael
- f. President's Reception- Colin, Angela
- g. Conference Evaluations- Carl
- h. Tuesday Evening Entertainment; Steel Drum Band, Steven Bargatze- Jolene
- i. Conference Decorations; Sunday and Tuesday- Jolene, Paula, Angela, Jennifer
- j. Program, pre-conference announcement- Jolene, Angela
- k. Conference Packet Stuffing- Conf Ctte, Saturday, May 6, 2pm; location TBA
- l. Meals – Tony, Jolene

Standard Goal 2: To ensure space and accommodations are provided for Board and other committee activities to conduct association business. (Strategic Plan Reference: Section 4.5 C (4))

Objective 1: To work with Graves Mountain Lodge to secure space and make arrangements for the 2005/06 Retreat.

Status Reports of Objective 1

Date: June 5, 2005

Report: Biz Daniel took over the details of the Retreat. Retreat was well attended and successful.

Objective 2: To work with Brad Barnett/Pat Kelly/Marilynn King to secure plans for the Fall Board meeting.

Status Reports of Objective 2

Date: No Status available at this time.

Report:

