

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

Commissioner/Board Position: Melissa Barnes/Rep-at-Large Professional Development

Year (e.g., 2005-06): 2008--09

Committee Members: Michael Poma, Donna Taylor - Chairs

Gail Baker, Jackie Bell, Dawn Brown, Delores Bright, Hope Jackson, Janee Knippenberg, Catherine "Shannon" O'Leary, Pat Redwood, Jenni Rone, Casy Wallen

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 (HOW the committee plans to achieve the stated goal): collaborate with conference training as they schedule concurrent and general session speakers.

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 9/16/2008

Report: Contract with Hotel Roanoke has been signed. COTA grant was applied for and approved on 2/19/2008. The grant pays maximum of \$3400 based on amount of revenue generated by the conference. Meals have been selected and prices locked in.

Committee held conference call. Discussion of registration fee as approved by the board. Committee will be proposing a daily rate. Felt a daily rate may encourage attendance for those close enough for a day trip. Reviewed agenda format with a session being offered on Sunday afternoon – a legislative update – to pull people to Roanoke before Monday morning. Training chair and Development chair provided updates from their committees. Plan to provide a pocket program this year with on-line program available and displayed during the conference. Volunteers secured to begin review of conference bags and inserts, banquet – decorations, entertainment and agenda and charitable organization.

Next call planned for December.

Date: _____

Report: _____

Objective 2 (HOW the committee plans to achieve the stated goal) Communicate with VASFAA membership regarding conference hotel and registration information.

Status Reports of Objective 2 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 8/4/08

Report: Save the date listserv message sent. _____

Date: _____

Report: _____

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 (HOW the committee plans to achieve the stated goal): Work with Hotel Roanoke to reserve necessary space for all facets of the conference

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 9/15/08

Report: Michael and Donna continually communicate with hotel regarding space and meals. _____

Date: _____

Report: _____

Objective 2 (HOW the committee plans to achieve the stated goal)

Status Reports of Objective 2 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: _____

Report: _____

Date: _____
Report: _____

<u>Item</u> <i>(Broad general categories)</i>	<u>BUDGET</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Board Approved Amount: \$ _____
Date: _____
(Use separate sheet if necessary.)