

VASFAA 2009 Conference Committee
Meeting: Tuesday, September 16, 11 am

Dial in information:
877-960-7651, code 326825#

Agenda:

1. Welcome/goals - Michael and Donna
Discussed potential attendance issues due to governor's budget cuts. Goal is to provide a great conference, new goal is to get attendess.
2. Budget - Michael
Budget of \$68,119.79. Estimated PP cost of \$196.77.
3. Registration fee/daily fee - Donna
Registration fee is \$210. After discussion, we will propose a daily fee of \$115. Daily fee is intended to help drive up registration for those that cannot stay the entire conference. Wanted a fee to cover expenses and ensure people register for entire conference.
4. Agenda format - Michael
Conference will begin Sunday afternoon with a legislative update. Federal Update will be Monday or Tuesday, depending on Greg Martin's schedule and also what day will benefit most attendees. President's reception will be Monday evening.
5. Meals - Michael
In order to lock in 2008 prices, meals have been selected. As we are using package from hotel, breakfast is included Monday and Tuesday. President's reception is wine and cheese (plus carbonated beverages), no hot/heavy hors'deuvres.
6. Training committee update - Tamy and/or Margaret
Margaret and Tamy have an outline in place, plan to have agenda on the web in February. Training is handling all sessions, general and concurrent.
7. Vendor update - Biz
\$13,500 in commitments. Breakfast and breaks will be in vendor area as room is large enough to support the food.
8. Program ideas - Michael
After discussion, it was decided not to print a full program, we will only print a pocket program. Committee feels we can save expenses this way. We will have the full program online before the conference for attendees to read all session descriptions. In addition, we will explore costs and have a daily poster of session descriptions in vendor area or registration area. Hope Jackson will compile and create the program and pocket program.
9. Banquet theme/entertainment - Donna
<http://www.samhillbands.com/bands/keywest/index.shtml>
Jenni Rone will assist Donna with this area. Idea to have students come in and discuss how FA helped them build their future. Not sure if we should have a band or entertainment, budget is tight and will it be attended.

10. Charity

- Donna

Shannon will do research and bring back two or three suggestions to the committee. Idea is to support a local charity in Roanoke.

11. Registration bags/other ideas - Michael/Donna

Hope and Delores will research. As we still have registration, name tags and other things to pass out, they will come back with cost estimate. Budget is \$1 per bag.

12. Mini site

- Michael/Donna

Casey will assist with compiling text for mini-site. The goal is to have the mini-site up in early February.

13. Questions??

Conference date: April 26, 2009 – April 29, 2009

Roanoke, VA

Hotel Roanoke and Conference Center