

# VASFAA

## BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

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

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

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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, Casey 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.

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**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: 01/27/09

Report: chairs have been working with training in finalizing agenda. Chairs have been working with ATAC to get mini-site up and running. Chair's requested \$40 late fee be removed and once board votes, mini-site will go LIVE. Chairs have received CEO from hotel and are confirming meals and room assignments. Chairs plan to keep cost below \$210pp (room block difference is not part of PP cost, that's out of our control). We are currently at \$199.82. Committee is working to finalize acapella group for banquet, may be a pre-banquet or post-banquet concert. Due to possible low attendance and an attempt to keep costs down, there will be no entertainment of any type after the banquet. We'll encourage people to visit with friends. Hotel does have a nice Pub Room with a pool table. Charity has been selected by committee; Children's Trust. They coordinate services that will improve the community by promoting awareness about child abuse, providing family

support through education, and advocating for the best interests of abused and neglected children.

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**Date:** 04/23/09

**Report:** Conference chairs, membership chair, vendor chair and conference training chairs met with hotel in March. Finalized all plans and did one last walk through for everyone to see logistics.

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**Date:** 04/23/09

**Report:** Conference chairs estimate entire conference bill will be approximately \$33,000. Based on conference count of 173 registrants, we should bring in \$36,330. Therefore, the conference is self-supporting. The event will not lose money (as long as everyone pays).

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

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**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.

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**Date:** 1/27/09

**Report:** LISTSERV message sent October 30 as teaser. Registration email is ready. We have offered to the board and conference committee members to make hotel reservations. We've provided speakers hotel link to make hotel reservations.

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**Date:** 04/23/09

**Report:** Registration opened February 9 with via listserv message. February 18, first email highlighting general session speaker went out. General session speaker emails followed every other Wednesday through April 22. Marketing plan was put in place so most emails from the conference chairs highlighted the association theme and colors. In addition, pictures of presenters and links were placed in the attachments. Other reminders went out regarding hotel deadlines and registration reminders.

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**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

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**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. \_\_\_\_\_  
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**Date:** 1/27/09  
**Report:** Michael and Donna continue to confirm information with the hotel. Chairs will meet with hotel in March for final walkthrough. Chairs invited other committees to attend who will participate in conference preparation. \_\_\_\_\_  
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**Date:** 04/23/09  
**Report:** Michael and Donna continually communicate with hotel regarding space and meals. Hotel has been very accomodating. \_\_\_\_\_  
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**Objective 2** (HOW the committee plans to achieve the stated goal)

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**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:** \_\_\_\_\_  
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**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
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|  | <u>BUDGET</u> |                |
|--|---------------|----------------|
| <u>Item</u> (Broad general categories) |               | <u>Cost</u>    |
| Hotel estimated costs _____            |               | \$29,000 _____ |
| Other conference costs _____           |               | \$4,000 _____  |
| _____                                  |               | _____          |
| _____                                  |               | _____          |

**Board Approved Amount:**     \$ \$68,119.79\_\_  
**Date:** \_\_\_\_\_  
 (Use separate sheet if necessary.)