

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

Commissioner/Board Position: Mike Poma/Rep-at-Large Professional Development

Year (e.g., 2005-06): 2006-07

Committee Members: Vera Riddick - Chair

Jan Abraham – TG

Sylvia Blizzard – VSU

Carl Bradsher – Averett

Delores Bright – ODU

Dottie Burns – Regent

Gerene Carter – Citibank

Carla Dailey - ODU

Anita Ella -JCHS

Elaine Linkenhoker – JCHS

Katherine Lister - UMW

Jeffrey North –Project Dis.

Wanda Spradley – Sweet Briar

Tony Sutphin - VT

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 closely with Training, Vendor/Sponsor, Membership and Electronic Services committees to ensure that the 0607 conference meets all the needs of the entire membership by providing an exhilarating, educational and an electrifying conference.*

Status Reports of Objective 1 – On going

Date: July 09, 2006

Conference Committee Update:

Conference at a glance tentative schedule for 2007:

- **Saturday, May 19, 2006**

- Executive Board/Conference Committee Lunch (12pm- Courtney Terrace)
- Executive Board Meeting (12' noon – Ferebee)
- Conference Comm. Meeting (12' noon – Albemarle)
- President's Appreciation Dinner (6 pm – 9 pm TBC)
- Executive Board/Conference Cttee/Training/Membership/Diversity

- **Sunday, May 20, 2006**

- Vendor Setup (8 am – 12 pm - Salon C and Cottage Row)
- Registration Area Setup (8 am – 1 pm - Cottage Row)
- New Aid Officer's/Executive Board Lunch (12 pm – Courtney Terrace) *
- Leadership Symposium Lunch (12 pm – Princess Anne) *
- Opening Session (5 pm – 7 pm – Salons A/B) Executive Board/Candidate Speeches
- President's Reception 97 pm – 9 pm – Cottage Row, Prefunction area/Spotswood Arms/Princess Anne/Courtney Terrace) Entertainment Pending

- **Monday, May 21, 2006**

- Continental Breakfast (7:30am – 8:45 am – Peacock Foyer)
- New Member/Executive Board Continental Breakfast (7:30am – 8:45am Salon B)
- Budget/Finance Cttee Meeting - (7:30am – 8:45am – Ferebee)
- Vendor Area Open (8am -12pm – Salon C, Cottage Row)
- Conference Registration Open (8am – 5pm Cottage Row/Prefunction Area)
- Voting Polls Open (8am – 5pm - Avamere) *

- General Session/Luncheon (Speaker TBA)/Trekkie Plays
 - Sector Meeting (1:45pm – 2:45pm)
 - General Session; Teambuilding ‘Mission’ Event (3pm – 5pm – Boardwalk Beach Front.....In case of rain-Cottage Row)
 - Dinner on your Own (6pm – 9pm)
 - Entertainment/fund raiser (9pm – 11pm - Casino Night “Holodeck” - Salon A/B)
- Tuesday, May 22, 2006
- VASFAA “Away” Exercise Event (6:30am – 7:45am Boardwalk, Beach front)
 - Continental Breakfast (7:30am – 8:45 am – Peacock Foyer)
 - Conference Registration Open (8am – 5pm Cottage Row/Prefunction Area)
 - Voting Polls Open (8am – 5pm - Avamere) *
 - General Session; Motivational Speaker – TBA (10:30am – 11:45am Salons A/B)
 - Lunch on your Own (11:45am – 2pm)
 - Executive Board Meeting/Lunch (11:45am – 2pm Presidential Suite)
 - Nomination and Elections Lunch (11:45am – 2pm Ferebee)
 - Vendor Breakdown (3:30pm – 4:30pm Salon C, Cottage Row)
 - Financial Aid Bingo (3:30pm – 5pm - Spotswood)
 - New Member Mentor Reception (5pm-6pm – Courtney Terrace)
 - Pre-Banquet Social (6pm-7pm Peacock Foyer)
 - Banquet/Entertainment (7pm – 10pm Salons A/B/C - TBC)
 - Entertainment Jazz Band (10pm – 12pm)
- Wednesday, May 23, 2006
- Closing Session: Breakfast/Federal Update (8:30 am – 11:30 Salon A/B/C)

Date: July 11, 2006

Conference Committee Update:

The conference committee chair along with Brenda Burke, training - and Melissa Long, membership held a teleconference to discuss plans for the upcoming conference.

Notable items discussed:

- New Aid Officer Training to be held fall only.
- Board is planning an ACG/SMART training to be held July 21, 2006 at Piedmont CC
- Training mentioned more details forthcoming on future training for two new grants.
- Review the possibility for VASFAA concurrent sessions to be repeated to allow persons unable to attend first presentation an opportunity (especially important sessions)
- Ensure all Vendor/sponsor information is sent to Biz ASAP.
- Sponsorships and drive – in day sponsorships have been sent for the fall.
- Discussion was presented regarding vendors desiring to sponsor meeting rooms for sessions.
- Registration is due, members will not display on the website unless they have paid their fees. Fees must be paid to participate on committees.
- Membership will have color tags which will replace the ribbons from last year.
- It was suggested that colored buttons be used to represent various teams for the team building event.
- It was suggested to use a local group to support for the Philanthropy (suggestions: Ronald McDonald House, Red Cross, Project Discovery)
- Suggestions for the Philanthropy: silent auction, casino night and stuffed toy drive, etc.
- Tuesday night entertainment was suggested: Band or DJ
- It was suggested that there maybe a possibility that the main speaker could be split again between committees.

Date: July 12, 2006

Conference Committee Update:

The Conference Committee held its first meeting at Old Dominion University, Norfolk, Virginia.

Speakers are being contacted, for Sunday Keynote speaker, Monday opening session, Tuesday general session and entertainment for Tuesday evening, all confirmations are expected by next meeting in August.

The conference focus will be centered on the Star Trek theme:

Monday Luncheon & team building – “Trekkie” skits

Monday team building – Team “Missions”

Monday night event – The “Holodeck” Casino Event

Tuesday morning exercise event – “Away Mission” Early Morning Walk

Tuesday night event – The “Final Frontier”

For Teambuilding events - Member packets will include teambuilding instructions. Teams will be identified by button color included in packets.

Beachfront event – each team will be given a picture of a Star Trek ship, teams will work together to create the ship in the sand.

Luncheon event – team captains will be assigned in advance and given an episode for their team to create a short skit.

Monday night Philanthropic event – There will be five different color tickets sold to be used to play games in the Casino. Team with the most tickets purchased will be given extra tokens for their team.

Tuesday evening Bingo (Philanthropic) – Cards being purchased, funds for Philanthropic.

Tuesday Evening – DJ or Band (not confirmed)

Program/Pre-conference announcements: All information for the printer needs to be submitted by February 2007. (Date TBA).

Members volunteered for various duties:

Publicity – Vera & Carla Dailey

Local Arrangements – Wanda Spratley

Conference Giveaways – Jeffrey North

Philanthropic Event – Jeffrey North

Networking Group event – Carl Bradsher & Michael Morgan

Tuesday night event – Dottie Burns, Patricia Hinton

President’s reception – Carla Dailey & Jeffrey North

Conference Evaluations – Carl Bradsher

Conference Decorations – Anita Ella, Elaine Linkenhoker w/ Paul Rafferty assisting

Program, preconference announcement – Vera & Carla

Conference Packet Stuffing – Conf. Committee (May 20, 2006 2pm; location TBA)

Meals – Vera & Tony Sutphin

The committee also reviewed and discussed evaluations from 2006 conference.

While each item on the list did not pertain to the conference committee the following list captures notable items that were discussed and suggested to be presented to its designated committee:

Having critical topic sessions repeated, on-line evaluations, incentive to entice more participation in completing evaluations, have mentors to attend the new aid officers breakfast, have a first aid kit for emergencies, provide a place for commuters to change after team building event, review sector sessions and make more relevant to current issues, look into having different software vendors presentation on FA module.

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: _____

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):

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: _____

Report: _____

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

Board Approved Amount: \$ 78,000.00
Date: May 23, 2006
(Use separate sheet if necessary.)