

VASF AA

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

Anita Ella –JCHS

Carl Bradsher – Averett

Delores Bright – ODU

Dottie Burns – Regent

Gerene Carter – Citibank

Carla Dailey – ODU

Sylvia Blizzard – VSU

Elaine Linkenhoker – JCHS

Katherine Lister - UMW

Jeffrey North –Project Dis.

Cynthia Reilly- ODU

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 Ctte 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.

Date: Oct 17, 2006

Conference/Chairs Committee Update:

Held conference call with Membership, Vendor/Sponsor, Training and Diversity chairs. Diversity chair Hope Jackson suggested having Harvey Alston back for another year as general session speaker as well as conducting a concurrent

session. Jeanne Holmes represented the training committee. It was discussed and decided that training was responsible for securing all concurrent session speakers and the Tuesday general session speaker. Conference chair (Vera) had already secured Congressman Bobby Scott for the Monday general session (luncheon). Angela Long stated they would be ordering name tag holders for the conference and was working on the registration template.

Date: Oct. 19, 2006

Conference Committee Update:

The conference committee held a conference call. It was decided there would be no change to the conference schedule; we would use the same format as last year, except to add an activity from 3:30pm to 6pm (Casino Night). This would be an opportunity to raise funds toward the philanthropic event as well as Bingo or a Raffle. It will also provide a past time for commuters.

It was reported that two general session speakers had been secured: Harvey Alston and Congressman Bobby Scott.

Teambuilding – Carl Bradsher and Michael Morgan are working to put together the teambuilding event (“shipbuilding on the beach”).

Entertainment – Trademark band has been contracted for Tuesday night entertainment, Dotti Burns will be point of contact.

Committee updates: Evaluations – Carl; Decorations – Anita, Elaine and Cynthia Reilly.

The decorating team received several suggestions to consider. Another meeting was planned to finalize ideas.

Team names were also discussed; it was narrowed down to use Star Trek character names, ship names or various episodes of Star Trek. This would be discussed and confirmed by next meeting.

Date: Oct 23, 2006

Conference Decorating Team Update:

Decorating team held conference call – They began plans for decorating the Salons for luncheon/Banquet, Reception and Registration areas.

Date: Oct. 30, 2006

Membership/Electronic Svc/Conference Cttee Update:

Finalized the registration form for 2007 VASFAA annual conference

Date: Nov. 17, 2006

Conference Decorating Team Update:

Conference Call : (Cynthia Reilly, Anita Ella, Katherine Lister, Elaine Linkenhoker, Tammy Garofano and Vera .

Decorating team held a conference call to report findings and to decide on what decorations would be appropriate for each event. Table decorations were decided upon.

Anita and Elaine submitted buttons to be purchased for the conference.

Date: Nov. 17, 2006

Electronic Services/Conference Cttee Update:

Report – Daniel Hewitt was introduced to Cynthia Reilly as the point of contact to assist with the creation of the 2007 web-page design. Cynthia & Vera begin working on web page design.

Date: Nov. 30 2006

Conference Decorating Team Update:

Elaine, Anita, Cindy, Tammy and Katherine, submitted a draft of several suggested items to be considered as part of the decorations. Cindy would be creating the final design to submit.

Date: Dec. 06, 2006

Hotel/Conference Cttee Update:

Report: Met with Ann-Marie at VB Hilton – Discussed overflow arrangements. Ann-Marie will get with the overflow hotels (Sheraton and Courtyard Marriott) and get their web information for our use. The rates at these two locations will be \$109 per night. Please note that rooms have been designated for Board Members at the Conference Hotel and at the Conference Rate. Also discussed was information about the rates for extra rooms outside of our block assignment at the Conference Hotel. The \$159 rate will not go into effect until our room block for each day has been depleted. Additionally, rooms provided at the higher rate will be marketed as oceanview rooms. Meal requirements for all events were discussed. Ann-Marie has been notified that the final meal count per event will be provided at a later date. Vendor storage arrangements for shipped items were also discussed at the meeting. Additional information is pending. The conference agenda and the corresponding equipment requirements were also discussed. Ann-Marie will e-mail required AV forms for completion. Lastly, required dressing rooms for the band have been arranged.

Date: Dec. 18, 2006

Conference/Training Update:

Contacted by Jeanne Holmes and received an update on training committee plans. We discussed speaker information and the agenda layout for the 2007 conference.

Date: Jan 05, 2007

Hotel/Conference Cttee Update:

Report: Talked with Ann-Marie at the Hilton Hotel concerning overflow hotel information; still waiting on response. I also reminded her I was still waiting on web page updates.
Hotel decided they would handle vendor storage instead of out-sourcing.

Date: Jan 17, 2007

Electronic Services/Conference Cttee Update:

Submitted first draft of VASFAA web-page to Daniel. Per feedback will need to change background and make icons smaller. Updates in progress.

Date: Jan. 29, 2007

Training/Conference Cttee Update:

Submitted agenda worksheet updates for 2007 Conference to Brenda & Jeanne.

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

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: **To assist with securing space and making arrangements for the 2007 Fall Mini-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: 12/20/2006

Site Report: Contacted Hotel Roanoke, to receive proposal on contracting facility.

Date: July 12, 2006

Site Report:

Date: Jan. 3, 2007

Site Report: Contacted Wyndham Roanoke Hotel to receive proposal for fall 2007 mini-conference.

Date: Jan. 13, 2007

Site Report: Met with Pat Kelly to review contracts and to discuss the agenda layout for the 2007 Fall mini-conference.

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.)