

# NWEA 2008 CONFERENCE MEETING

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<b>Facilitator:</b>	Linda Peterson	<b>Type of meeting:</b>	NWEA 2008 Conference Planning
	Open meeting: 11:10 am	<b>Tuesday April 8, 2008</b>	

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**Attendees:**

**Please read:** Jennifer McMartin, Linda Peterson, Starlin Jones, Gary Hutchinson, Leslie Long, Tom Rura, Stephanie Stallsmith, Hannah Wilner, John Solvie, Rick Warner

**Please bring:**

<b>Topic</b>	<b>Presenter</b>
Linda's big goal is to be everything done by end of next week	
✓ Exhibitors – Waiting on a few that are listed but not paid – 24 exhibitors signed up which is full. Starlin is confirming participation via email and Linda is sending paperwork	Jackie/Starlin
✓ Decisions on abstracts – Everything is done, all the sessions are full. Didn't have to turn anybody away. Have 3 tracks. One late abstract was declined.	Board
✓ Sponsors – have \$5300 in sponsorships.	Jackie
✓ YP Event – Lunch on Thursday with Poster Session, planned for 50 people – Sponsors – she hasn't seen any replies for poster session. She will promote it at UNLV. Hopefully Candace or Rick can promote in northern Nevada. Need a speaker for lunch. They thought of inviting Lynn Orphan. Hannah will encourage other YP's in the south to consider participation or production of a poster.	Hannah
✓ Awards – All awards are in. They will be posted in the conference program. Awaiting one more bio and photo and then will put into the conference brochure. Service awards will be presented by Linda Peterson and Leslie Long. Dave will ask Dennis Hugh to lead the SSSSS nomination process.	Rick
✓ WEF Dignitary-Hotel Accommodations, etc. Passed along NWEA itinerary to WEF, but he doesn't yet have confirmation from the dignitary, Tracy Steigers, who is also serving as an infrastructure panelist. Room and full registration are needed for the dignitary at NWEA's expense. Rick will pick up the dignitary at the airport.	Rick Warner
✓ Registration – Have 118 people registered for conference as of this morning at 9:00 am. Linda is projecting registration of 150.	Jackie/Linda
✓ Presentation equipment (commitments for laptops and projectors) – Looks like NWEA participating board members will bring in laptops and projectors. Two are committed. Need at least two more so that there is one for each room and a back up. Northern participants will provide laptops and projectors	
✓ Golf Tournament (What do we need to provide administratively)	Paul
✓ Food/Beverage arrangements to be finalized this week. Dave will fill in for Eric Leveque. Have concurrent luncheon in exhibitor space with YP luncheon on Thursday, for 50 people.	Linda
✓ Collections Workshop – Waiting on description/flyer-only a few sign ups. Still waiting on Jake. He'll call in at noon, can update at end of board meeting	Jake Jacobsen/Stephanie
✓ PDH/CEU Award's – Do we have a stamp or are initials okay? (Put form into program) – Starlin has stamps and he'll go get several more made at Nevada Rubber Stamp.	
✓ Conference Program – Working on finalizing – Linda is almost finished. She's getting information on exhibitor. Once done, should be posted to the website soon.	Linda
✓ Membership Listing – Not as far along as had hoped. WEF database is not in good shape, not completely up to date. Discussed at WEFMax.	Jackie (unable to attend today)

- ✓ Ribbons for name badges-where can we get these?
- ✓ TMWRF Tour – What will be mode of transportation? Will be at 1pm. Can probably car pool. Jennifer will proctor so that Starlin can lead the tour. Stephen/Starlin
- ✓ Volunteers (Stamping of PDH Forms, A/V & presentation monitoring, etc.). Jennifer willing to help out each day.

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## **OTHER INFORMATION**

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Need more moderators

Only one electronic presentation in-hand.

Waiting on sponsor/exhibitor logo for the conference program