

WSSA CONFERENCE PLANNING COMMITTEE MEETING
3-14-2008
CHULA VISTA RESORT, WISCONSIN DELLS

Call to order at 9:35am

Present: Jaci, Edie, Marjean, Tim, Mark, Janet, Cheryl, Fred and Jim

Change in the agenda to accommodate Helen Wick from the Wisconsin Dells Chamber/Visitors Bureau. Helen gave us each a vacation guide, coupon book, sticky notes and a pen. She showed us folders and plastic bags she can give us for the conference. Her organization will do a mailing for us to include the vacation guide and a one page, 2 sided reminder about the conference- they pay postage, we have to pay cost of copies (Edie will contact copy center near the chamber office for prices). On Tuesday before the conference, we will get 175 lit bags, folders, post its and pens delivered right to the hotel- we just need to return any materials not used so they can re-use. She will also be sure we get 25 extra DVD's of the Dells activities and 25 vacation guides.

Secretary's report: Motion to approve by Janet, second by Jaci.

Treasurer's report: Janet handed out an updated report. We have spent no \$ since the last meeting, we received \$500 from DWD and \$1450 from vendors. Motion to approve by Jaci, second by Mark.

Correspondence: Marjean has sent out the invitations to the Past President's for the luncheon and there have already been several RSVPS'.

Marjean contacted Judy Johnson from Shawano Co. to see if she was planning on attending any of the conference planning meetings- due to high workload, Judy cannot commit at this time and asked to be removed from our committee- she may be able to serve in the future.

Vendors: Fred passed out an updated vendor list- there are 12 vendors committing so far and who have paid. Kathy Brown will be attending the Alzheimer's conference in Milwaukee on May 5th- she will man the WSSA booth there- it is unknown if they are having a booth at our conference as they have not contacted Fred (we go to theirs, they come to ours and neither pays the vendor fee then).

Clinicare has donated black pouch nametag holders again this year- they are already printed and Fred gave each committee member one- Marjean will mail one to Sherri as she will be doing the nametags for those pre-registered

for conference. We will pre-stuff these on Tuesday with nametags, meal tickets, etc....

Fred is thinking of getting mouse pads with the WSSA name and web-site on them to be used as give-a-ways when he attends other conferences to attract new members. He will be in contact with the executive committee for approval.

Speakers and Workshops: Mark and Paula are working on the learning circle topics.

We have no signed contracts from the IM tract speakers.

The registration booklets are at the printer and will go to ODC for mailing. Sherri did a WONDERFUL job on getting it all together – they look GREAT!

Cheryl picked up 175 booklets and brought them with her today- 100 go to Kathy Brown for the Alzheimer's conference and everyone received one today- people who need to contact their speakers also took several to send out. We need to get a mini-bio from each speaker for the introduction at the beginning of each workshop- be sure to ask speakers if they want to introduce themselves or have a WSSA member do it.

Equipment: Marjean passed out a equipment needs graph for flipcharts/markers/white boards, overheads, tables, screens, podiums, microphones, LDC projectors, power strips, TV's and DVD players. Mark will be able to fill gaps with some of the needs- otherwise we can rent from the hotel. Cheryl will contact speaker Jackie Millar about her request for a TV and DVD to see if the 26" TV is big enough or can she do presentation with a LCD and a lap-top (and does she have her own lap top that she is familiar with).

Meet with Renata and Amber: The chamber has coupon booklets for the outlet mall in the Dells- the hotel will contact them to tell them we want 175- then the hotel gets them and gives them to us.

We went over the preliminary vendor list and their needs (plan for 15-18, we have 12 so far).

Went over equipment needs- will finalize that as date grows closer. Marjean will get the final list to Amber as she is the detail person. There should be a screen and AV cart in each room.

The hotel provides the meal tickets. We will pre-stuff these into the nametag holders sometime on Tuesday. We need tickets for the Theme Night Buffet,

2 breakfasts, Past Presidents lunch and the Awards Night dinner. Hotel needs final count 72 hrs. prior to the event.

There is NO CHARGE for Internet access.

Mark will bring extra power-strips.

There will be a message board by the conference HQ- this will be near the registration desk.

The hotel does have mirrors we can use on the tables under the flowers for Awards night.

Theme Night: Discussion as to what people want to do Tuesday night. Next month we will discuss what people would like to bring to eat on Tuesday night, and then the thought was to take the river taxi downtown to the Dells.

Linda Sweet present to show what gifts she has gotten so far as donations. She has done a great job in collecting many nice things we will use as give-aways and as raffle items. Cheryl will make 5 different cans for the raffle items: 4 person golf outing for course in Montello, WI

Mini-Weber grill

Microwave

Pizza oven

???????

Raffles will be drawn on Friday.

For theme night only, the committee will be walking around selling tickets for a 50/50 drawing for that night only. The \$ collected from this and the raffles will go to the Badger Red Cross which serves Adams, Columbia and Juneau counties. Fred will check to be sure this is OK with their organization (can \$ from a raffle be used this way). Must be present to win.

Discussion about committee members dressing in Glamour Hollywood theme type clothes of any era they choose. We will also sing Puttin' on the Ritz as a group to open the Idol competition that night (mark will e-mail us the words to the song so we can practice).

We need 3 judges for the Idol competition: Jim will be Simon, Tim will be Randy and Mark will ask Paula Hintze to be Paula- if she declines, Cheryl will be Paula. **NOTE: WE NOW WILL NEED A NEW RANDY IF TIM WON'T BE PRESENT**

We will limit the Idol Competition to the first 10 people/groups signed up as to not bog down the night for anyone else who wanted to sing. There will be 3 prizes- we will use the "Oscar" statues from the theme night table

decorations for the contestants, will then use some of the gifts Linda collected as prizes as well. We will decide what those will be at the next meeting.

Bucky and Becky- need to figure out who has them and be sure to get them to conference. Will discuss at next meeting as to how to sign up to foster them.

Business meeting: There will be prizes and incentives for those who attend.

Awards Night: Swing Crew will be the entertainment- this will be open to the public- will discuss with Renata at the next meeting.

Golf Outing and traveling trophy- discuss at next meeting.

Fred and Jim will monitor the Ethics and Boundaries training.

Flowers: Our flower person in Shawano will do carnations for Past Presidents, award winners, exec and conf. planning for about \$3 each. We will be doing the red rose and greens in a vase on a mirror for \$6.50 each on Award night tables. Cheryl is resurrecting the old silk flowers and making them into newer arrangements for the Past Presidents lunch table decorations.

We need committee reports from those committees who are meeting for the Tuesday stuffing project.

April 11th is the next meeting, tentative date of May 9th to be held open if we need to meet.

Motion to adjourn by Janet, second by Mark.

Respectfully submitted,
Cheryl Woltman
Secretary