

**CONFERENCE PLANNING COMMITTEE MINUTES
CHULA VISTA RESORT HOTEL WISCONSIN DELLS, WISCONSIN
MAY 9, 2008**

Call to order 9:45am

Present: Mark, Sherry, Marjean, Janet, Jim, Edie, Fred and Cheryl. Linda Sweet also present to give update on raffle items.

Secretary's Report: Corrections to the 4-11-08 minutes are as follows-page 3 "insulted mugs" should be "insulated mugs". Jaci sent an email that after our meeting on 4-11-08, Tom Fuller called the golf course and got the following rates: \$25 for 9 holes with a cart, \$35 for unlimited all day golf with a cart. Anyone interested can contact Tom via his e-mail. The info is also on the WSSA web site. Motion made by Jim to approve the secretary's report with corrections, second by Janet.

Treasurer's Report: Janet passed out an updated report. Motion made by Edie to accept the treasurer's report, second by Mark.

Correspondence: Marjean reported who the presenters would be for the IM tract- that info will be on the matrix. Speaker's lunches are paid for by WSSA.

Vendors: Fred reports we have a total of 19 vendors if the Alzheimer's Association shows up. 18 vendors are paid for a total of \$2475.00 – we do a swap with the Alzheimer's Association so they pay nothing. Mark reports he will need electricity for his table. We will have a box out at the end of conference for those people not wanting to keep their lanyards – we will collect those and recycle them as giveaways, etc....Cheryl will make a box for these.

Theme Night/Decorations/Costumes/WSSA Idol/Becky and Bucky:
Marjean showed us the costumes she has rented from the company in Texas. Conference Planning Committee will be kicking off the Idol competition by singing "Puttin on the Ritz"- so be sure to practice! Sherry will make the sign up sheet for the Idol contest- we will have slots for 10 people/groups. 1st place prize will be the 3 pc. Travel set, 2nd place a WSSA lawn chair and 3rd place a pop-up cooler. Anyone coming to Theme Night in costume will receive a coupon for a free Turtle Sundae from Culver's. We

will also use the table decorations from Theme Night (the “Oscar” type statues) as prizes to all Idol contestants.

The 50/50 raffle will only be done on theme night- committee members will be selling the tickets thru the evening and we will then draw a winning ticket with ½ the money going to the Badger Red Cross, the other ½ to the ticket winner. Marjean will buy some more tickets. They will be sold at \$1 each or 6 for \$5.

There are 5 items for the raffle: Golf outing for 4, 31 piece Roadside Repair Kit, Mini Weber Grill, Microwave and a Pizza Oven. Tickets are \$1 each, 6 for \$5.

Everyone will get a ticket in their lanyard- that will be used in a drawing for the rest of the give-a-ways – Marjean handed out a list of all the prizes.

Janet will run the names of the conference attendees- those names will then be used to determine who wins the Chula stay and the Ho Chunk stay- everyone attending the conference is eligible to win-need not be present to win.

Fred thinks the Red Cross rep attending the conference will be donating an item as well- he will know more in a few days.

Becky and Bucky will be permanently adopted out at this conference. WSSA members attending the conference can volunteer to adopt one or both if they wish. There will be a sign up for this. Cheryl will do a short write up from the info Jaci e-mailed to her on the history of Becky and Bucky and she will also make the slips for those who want to sign up to be the new and permanent parent(s).

Cheryl was able to get a “red carpet” rental from CINTA’S- they will drop off a 2X10 red runner at the front desk on 5-27-08 – it is a one week rental for \$5.95. The award winner gold stars have all been printed and the WSSA HOLLYWOOD backdrop is done.

Business Meeting: All attending will be given a coupon for a free turtle sundae at Culver’s. Cheryl will stamp 4 of the coupons with a star – those 4 will also win a red insulated mug donated from a car dealership.

Speakers and Workshops: Marjean has a list of who will be introducing and monitoring which workshops. Some speakers will introduce themselves. Marjean passed out the updated speaker room list.

Equipment: Tony Veeder is bringing flipcharts for each workshop room. He is also bringing 2 overheads. Mark will be bringing some power-strips and other equipment as well. The finalized equipment needs list will be given to our contact person at the hotel by Marjean.

Meeting with Renata: Hotel rooms for attendees will be in both the north and south towers. Rooms in the north tower are closer to the conference area. There are 109 reservations thus far. The dance floor for Theme Night will be 18X18 feet at a cost of \$350.

Final meal counts and break counts need to be done 72 hours prior to the event- Janet will have all this info. We will need to get the meal tickets to go into the lanyards.

Conference Booklet: Sherry did a **WONDERFUL** job getting this all together- it looks **GREAT!!!!!!!!!!** It will be e-mailed to the printer so all corrections must be in by 5-19-08. Cheryl will go to the Print Shop on Friday 5-23-08 to pick up the completed conference booklets and bring them on Tuesday 5-27-08.

Folders and Lanyard Contents: We will be meeting on 5-27-08 in Edie's room to get these together- we hope to meet by 11 a.m. Marjean and Jim will work on getting the WSSA blanket give-a-ways from Edie's house over to the hotel. Folder contents: Any reports we have received from committees

Tangier Mall coupon books

Red Cross flyer

Learning Circle info

Conference Booklet

Matrix

Chug-Mug flyer

Evaluation form

Lanyard contents: WSSA membership card

Name Tag

Meal ticket(s)

Raffle ticket

Conference Button

Receipt

WSSA business card

Pen

Miscellaneous: Faiths daughter has the banner square completed and will bring it to conference.

Janet reported on number of first time conference attendees and who referred them- she will have there names printed out for the drawing of the free paid conference for next year. This drawing will be done at the Past President's Lunch.

Conference Buttons: Sherry worked hard on these as well and they look great! Discussion about what colors to use- trying to match with what the ribbon colors are (Speaker, Award Winner, Past President, etc...).

All of Christy's introduction info, etc... will be printed up for her. Her award will need to be presented by Paula.

Need to get Learning Circle info from Paula so it can be printed up and put in folders.

Flowers: Marjean has phone number and has been in contact with the person at the flower shop.

People from Shawano County will bring the flowers down to conference. Cheryl will be bringing the Past President's lunch table arrangements with her.

Cheryl will make a box for the evaluation forms to be dropped in.

Motion to adjourn made by Edie, second by Janet.

See you all at conference!

Respectfully submitted,
Cheryl Woltman
Conference Planning Secretary