Chairwomen: Eliza Yam & Noralee Cole

1. Welcome –

The meeting started at 8:00 am. Eliza welcomed committee members to the kick-off meeting held at Black Bear Diner.

1. Present – Kristi Beres, Bob Blymyer, Noralee Cole, Cindy Hatano, Ed Johnson, Wes Johnson, Donna Lewis, Patricia Peters, Clark Pierce, Dale Smith, Skip Smith, Jane Taff, Marty Taub, Joey Waldrop and Eliza Yam.
2. Committee Updates –

Role Assignment and Open Positions

Eliza distributed a draft worksheet which had column information of timeline, activity, sub-committee chair & members, expense/income and notes. The worksheet will serve as a centralized information depository.

 Sub-Committees Chairs and Members are:

 Registration – Denise Alder, Clark Pierce

 First Timers – Cindy Hatano and Dale Smith. Marty will mentor.

 Shop 39 – Bob Blymyer

 Raffle Basket / Silent Auction – Donna Lewis

 Audio Visual – Joey Waldrop, Skip Smith and the rest of AV team.

 Photography – Bob Cullifer, Anne Sandler and Jill Sander were nominated.

 Public Relations – Nancy Potts

 Credentials – Sondra Nunez

 Banners Slides Show – Jeff & Elizabeth Purtee were nominated

 PDG Gathering – Zack Souza

Hospitality Area – Divisions E and J will be the hosts. Hospitality area will have sofas for chillaxing. Also, Hospitality area sub-committee will provide ice, napkins, utensils, cups and so on.

 Fun Night –Eva Price was nominated. Karaoke was suggested.

 District Leaders Awards/Recognitions- District Trio: Jane, Wes and Kristi

DTM Ceremony – Noralee Cole. April 1, 2019 will be the closing date of DTM certification so medallions may be ordered in time.

 Keynote /Education Sessions – Wes Johnson

 Evaluation Contest & Int’l Speech Contest – Wes Johnson, Ed Johnson.

Logistics – Joey Waldrop. Joey shared the rooms layout of the Sunrise Event Center. Plenty of parking spaces are available and an overflow lot is available across the street.

Budget – Wes, Eliza and Noralee. To help the overall budget planning, all expenses must be submitted for pre-approval before spending. A form will be distributed to committee members.

Program Brochure – Sue Eisberg. Program brochure will be finalized by March 31, 2019. All information for brochure must be submitted in a final form, PDF preferred.

Ads Selling – Carmela Porcella and Cheryl Natah may have leads. Joey will send ad template to conference committee members.

1. Open Forum –

A technical team to support computer equipment was suggested. Amrik was nominated.

A service desk to assist guests was suggested.

A signage to hang / post outside the event center was suggested.

A volunteer coordinator was suggested.

Continue promotion of the first 100 PAID registrations get the special price of $135.

1. Action Items -

Joey will contact Louise to book 700 H at 8:00 am on January 12, 2019.

Joey will send the ad template to committee members.

Joey will check if WIFI is available in the Sunrise Event Center.

Joey will follow up with Jeff & Elizabeth Purtee in February 2019.

Wes will announce in the DECM that Division Contests will be completed before March 31, 2019. This is to facilitate the printing of the conference program.

Noralee will create a form for expense pre-approval.

Eliza / Noralee will contact nearby hotel to reserve some guest rooms.

Eliza / Noralee to contact volunteers: Robert Cullifer, Anne Sandler and Jill Sander for photography; Lynda Mendez for club banner slides; Julie Mattox for hospitality area; Amrik Chima & Karen Cole-Ainley for technical support.

Signage will be discussed further.

1. Next Meeting -

The next meeting will be held at 8:00 am on January 12, 2019 at the 700 H Street, County Admin Building, Sacramento CA 95814.

1. The meeting adjourned at 9:00 am. Your participation and contribution will truly make a difference in the success of the conference.

**THANK YOU ALL FOR BEING SO WONDERFUL !!!**