

FHSLA Executive Committee and Strategic Planning Committee Meeting
Conference Call
February 1, 2012
1:00 pm – 2:30 pm

Attendees:

Ellie Bushhousen, President
Martin Wood, Vice President / President Elect
Shalu Gillum, Secretary
Nancy Schaefer, acting Immediate Past President
Rebecca Harrington
Mary-Kate Haver
Kathleen Moeller
Roxann Williams
Shalu Gillum
Allison Howard
Courtney Milnar

Not present: Denise Shereff, Treasurer

Agenda

1. Confirm June 6-9, 2012 as meeting dates
 - EC committee, vendors arrive June 6
 - General membership arrives June 6 or 7
 - CE class starts at 11 am on June 7
 - Everybody in agreement on dates

2. Report from Martin Wood on status of meetings with hotel, vendors
 - Usually between 45 – 75 members attending
 - o Good ballpark figure is 50
 - Don't want to book too many hotel rooms – people might share, or come for the day
 - Discussion of registration fee: look at prior year's registration forms on website
 - o Minimum of \$100 and maximum of \$150
 - Where Martin will need assistance:
 - o People within membership to put on CEs
 - CE registration
 - Shalu to let Dale know re: FHSLA
 - Booths / vendors
 - Martin to compile list of vendors to attend

- Look at website to see what we've done in past to see what vendor's paid to attend - \$200-600; on website under meetings 2009 vendors paid \$200-600 from vendor registration form
 - Discussion of what to do for banquet
 - Just a meal
 - Group has asked for no guest speakers because they want to network
 - Discussion of asking vendors for door prizes
 - Networking activity
3. Review meeting agenda and adjust as necessary
- Remove EC committee from agenda; general membership doesn't need that information – just leave it as “check in”
 - Lunch on your own to be determined – depends on final location, hotel or UCF COM
 - Suggestion of switching emerging tech panel with business meeting
 - Take a few minutes for opening remarks before lightning round
 - Having emerging technology panel at end would be ending on a strong note; giving members what they are interested in
 - Breakfast on Friday
 - Fruit, coffee, water, Danish
 - Continental breakfast
 - 8:30-9:00 for breakfast
 - Morning CE class should be 1 ½ hours possibly starting at 10:30 am
 - Discussion of vendor meet and greet
 - Meet and greet is a break vendors pay for – soda, cookies, or finger foods, or wine and cheese reception
 - Discussion of switching lightning rounds on day 1 with vendor meet and greet so members are not having snack before banquet
 - Break 3:00-5:15 / vendors meet and greet
 - 5:30-6:30 lightning round
 - Banquet could be from 6:45 to 9:00 pm
 - Discussion of RML update, then business meeting, break, panel
4. Confirmation of message to members regarding the meeting
- Change language to “We are investigating centrally located venues (i.e., Orlando and Tampa)”
 - Don't need to send detailed agenda at this point
 - Include Dates meeting will be held
 - Explain what lightning rounds are

- Theme?
- Ellie will make changes to message to members and will send to EC, as well as to listserv and Roxann for adding to newsletter
- Add note about results of survey that members participated in – “we asked for your feedback and heard what you said”
- Need to address open positions for membership directory, other positions
 - o Discussion of status of membership directory

Adjourned.