Ohio AHEAD Conference Call

September 1, 2016

Present: Alex, Jenn, Amanda, Tammy, Tina, Karen, Brenda, Dori

**AWARDS (Adam)**

Ordered Outstanding Leadership award. Rising Star Award going through revisions.

Both recipients notified (Christina Jenkins/L. Scott Lissner) and will attend conference. Award winners will have conference fee waived and free 2017 membership.

Caity and Brenda working on language for Rising Star Award—info on Lydia Block. Brenda will continue to work on this with Caity. Wayne suggested that we invite Lydia’s daughters to attend.

**CONFERNCE (Amanda)**

Jenn sent opening comment and ppt for Business Meeting from 2016 Conference. Review for October conference call.

Registration Form

 Amanda made changes. Registration Form is ready and Announcement is ready. Amanda will send this week.

 Adam noticed that Membership Renewal form needs editing. The form only allows payment of Membership only with conference registration.

Discussion that all payments should be moved to Wufoo. Amanda will integrate payment information to Conference form. Cannot pay for institutional membership through conference registration—only through PayPal. Membership classifications are on the website for members to look and decide what best option is. On Institutional Membership form, need to request more information so that all members can be accounted for. Wufoo allows rules to be set up so that we can get more information for Institutional Memberships (names, contact information). Amanda will build two samples and send to Board to review. Will request name, professional title, institution. Karen will use info to make name tags.

 Accommodations can be requested on registration form by September 30.

 After registration, attendees will get a confirmation e-mail. Deadline for refunds is October 14.

 Amanda will submit attendance to Catering by October 14.

 Discount code will be included with conference announcement.

 Amanda will coordinate concurrent session schedule. Will send to Kurt to post on the website.

 Carey submitted all CEU info. Approval is pending. Carey will sign off on CEU sheets at the conference.

 Mike is working with vendors.

 Get Together for Night before—Amanda suggested a few local places (Papa Bears, Palombo’s, Texas Roadhouse, LaPizzaria. We will ask attendees RSVP.

 Dori will assist Amanda with Conference Program.

 We still have giveaways (pad folios, tumblers, power banks). Not enough to cover members and presenters. Jenn will ask Rebecca to order more tumblers. Jenn will get folders. Let Amanda know if you will bring items to give away from your institution.

CONFERENCE CALL

 Next schedule call is October 6.

 Jenn will send a Doodle to schedule a conference call before the Conference date.

Submitted by

Karen Saracusa

Secretary

Ohio AHEAD