



Attendees: Charie, Mary, Toni, Marcy, Damien, Mike, Marcie, Deb

The purpose of this call is to gather lessons learned regarding the Spring Conference. Listed below are the different items that were identified as areas to improve upon:

- Incorporate vendors into social hour (this year, the vendor booths were in the education room instead of the reception room).
- Allow only specified number of vendors. We will plan for a certain number of vendors and once we reach that number, cut-off registration as it is difficult to plan and arrange the conference if vendors are continually being added.
- Allow only specified number of education sessions. Also, be sure to enforce the application process and deadlines.
- Give vendors defined setup and take-down times.
- Allow more room for ACHE sessions.
- Encourage the bingo game as we didn't receive very many bingo cards back.
- Panel sessions – a panelist suggested having a call prior to the conference to get everyone on the same page and go over outcomes.
- Better communication and coordination surrounding student volunteers.
- More dynamic keynote – we should try to be cognizant of presentation styles and timing. Also, look at potentially moving keynote to a later spot in the day as people are still arriving in the morning. We could potentially put the keynote in the last spot Thursday to lead into the reception.
- Have follow-up communications prepared prior to the conference.
- Form a committee for next year's conference so the work doesn't fall on 1 or 2 people. Marcy mentioned hiring someone to assist with the conference planning. Toni suggested we consider hiring someone to handle this for us.
- Be more cognizant of the time it takes to plan and prep for the conference. The greater time we have to prep, the smoother everything will go.
- We should try to close things down earlier on Friday and potentially have special education sessions open on Wednesday – potentially registration and vendor setup. If vendors cannot setup on Wednesday, they could setup Thursday morning.

- Location Considerations:
 - We could choose to always change locations for the conference or to stay in the same spot every year for continuity.
 - Consider not going to Fairmont next year as they will be under construction. If the conference area is not under construction at that

time, we could book at Fairmont fairly soon and get the three big rooms and other bigger rooms for breakout sessions.

- We will hold another meeting in June and will do a vote at that time to determine where we will hold our next conference.
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- Next Steps:
 - Another phone conference will be held in June to wrap-up the year, and formulate next year's conference plan and committee.