



**Executive Council Meeting
January 15, 2016
Minutes**

Attendees: Shawn, Mary, Melanie, Cheryl, Casey, Natoya

1. Proposal reviews (Casey)
 - Reviewers
 - Rubrics
 - Timeline: Reviews completed by 3/1/16 and notices sent by 4/1/5/16

Casey's Report:

Have until 2/15/2016, currently have 78 and are expecting 500. Two reviewers per proposal. Casey will send out a call for reviewers on Monday. Each reviewer will review 20 proposals or less.

The review complete date will be 3/15/16 and notices will be sent by 4/15/16.

Rubric will be created by Casey and will send it out to the group by Monday, Jan 18, 2016 for review. The rubric will include a criteria to include how the proposal connects to the conference theme.

2. Emerging Leaders
 - # of participants
 - Application and selection process
 - Program leaders

Would like to have as many leaders as possible who can speak to different aspects of leadership. Shawn will identify individuals who have had various leadership roles and will share the list with the board for review. Shawn will put together a proposal and send out to the board for review. Having one person that serves as a coordinator and facilitator would be useful.

Participants- 20-25 individuals would be ideal

- Shelf the decision regarding how the participants will be compensated until have after the ACES financial meeting; if we could make the decision before the early-bird registration and include "here's what you get... if you are selected" in the call for applicants



- Be more intentional regarding to connecting participants to leadership opportunities; maybe include service hours on committees or newsletter to get EL involved.

3. Preconference (Melanie)

- Contacted CACREP about self-study workshop
- Plan to recruit ethics and supervision sessions

Melanie Report:

We will have a self-study workshop again, waiting on a response from CACREP

Maybe we can recruit Ted Remley or others. In addition, we may wait see who are presenting on ethics or supervision that might be interested in expanding their presentation for a preconference or if there are a lot of these types of sessions we may not need to have a pre-conference session.

Have volunteers help gather attendance and evaluative information would be helpful and provide better data for our NBCC CEUs.

4. Registration (Melanie)

- Planned to open in May
- Registration coordinators needed; maybe two this year to share the load
- Panos and Maria are looking into options for an app to cut down on number of program books needed – do we want to charge for a program book if we go in the direction of an app? Recommend \$10 (last years books were \$8 each with the large volume; \$10 may cover a smaller volume and encourage people to go green – ACES did that last year)
- Conference bags? (get a sponsor?)

Melanie Report:

We may consider adding \$10 for those who want a paper copy

5. Cheryl and Melanie will present the budget/registration financials to Brian.

- a. Volunteers – set a minimum expected time commitment for them to take advantage of the volunteer rate? (10 hrs @ \$15/hr or 15 hrs @ \$10/hr). What positions do we require that will take this much time so we can be clear with the registration coordinators?

We will discuss at the Feb meeting

- b. Exhibitor & Sponsorship packages and rates? Can we put together a flyer with this info for our website that includes the rate and what is included? Some sponsors last year thought they didn't have register separately if they paid for a sponsorship. We also had some confusion over the way we took



their money. It would be ideal to set this up before registration opens so we can test it and create clarity around the registrations vs. exhibitors/sponsors.

- c. We will discuss at the Feb meeting

6. Audio/Visual Equipment (Melanie)

Because of the significant difference in cost between the use of hotel projectors and not using them (approx. a \$13000 difference) we will try to find a means of acquiring projectors from area universities or individuals to use. If we can get a storage area for the projectors we can keep them that will be something that we need to find out from the hotel.

- 7. EC needs to reserve hotel rooms using the same link conference attendees use. Comp rooms will be determined close to the conference and will be based on the total number of rooms reserved. How will we determine the assignment of comp rooms and/or reimbursement of officer expenses for this conference? We will discuss at the Feb meeting

- 8. Conference Direct is looking into 2018 venues (Melanie); we may be able to negotiate a rebate from Conference Direct for the next conference like ACES does. We will discuss at the Feb meeting

Other:

CSI has requested to have a few sponsored sessions at the conference and we will accommodate this.

Women's Interest Network would like to propose that we do another sponsored session. First assess the interest in the other interest networks in having a sponsored session. All interest networks who are interested complete the same proposal submission process as others who are submitting. Melanie will draft an email to the interest networks and will send it to the board for review.