



Meetings Advisory Committee Call: January 18, 2018
12pm Pacific / 3pm Eastern

Attendees:

X Sarah Kalika (MAC co-chair)
X Maddie German (MAC co-chair)
Heather Clark (meetings manager)
Gary Luce
Dale Andrews
X Dave Fenster
Yolanda Natividad (HQ)
Denise Brosie (HQ)

Call Agenda:

>[Maddie to double check email link](#)

2017 Annual Meeting Review Session

Tentative Date for a conference call with the planning committee about what worked and what can be improved for next time.

- >a few adjustments – not final numbers yet
- >looks like did well overall
- >Target Mid-End Feb or possibly tie into early March meeting
- >Sarah to send Maddie email address
- >Maddie to coordinate & schedule update call

A few early pointers from Dave:

SYP committee more active in setting up activity – get them involved early

2018 Annual Meeting Planning Needs

Paper reviewers. –taken care of- maybe a few odds and ends (will know more after planning meeting next week) – dave and gregH not received any assignments???? – Sarah to look into

PDF rating difficulty of field trips will be important - bring up in their meeting (extra details onto website ASAP)

Check in with Jeanine about updated convince your boss – completed flyer – can add stuff if needed –want to use as is for now

Not on website yet – Sarah to send to Heather and Dave and have Heather add to AM website

- Not add value stuff just yet
- Send to Christy to include in AEG NEWS

Exhibitors flyer –Heather has this and is using

Dropbox account with annual meeting planning guide templates. Heather has shared. Not reviewed yet. – Maddie and Sarah to coordinate through email to divide up the review of these documents

Asks from Annual Board meeting.---2018 ok for now – Sarah will know more after their planning meeting in a week and can send out an email request at that time.

Speaker Tips & Moderator webinars: (discuss in March due to time constraints this meeting)

Plan to be in place by April 1st – finalize dates during March Meeting.

Do we need to create advertisements for the Annual Meeting Committees to include?

Keep same schedule 2 days with 2 times for speakers with varying ranges from the AM and 2 days with 1 time moderator training closer to AM.

Other big meetings

NOA- San Francisco: January 17th - review

Next Call:

Target Thursday March 8th, 2017 2pm Pacific / 5 pm eastern

Recurring call- use previous call info

Meetings Advisory Committee

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