

Education Committee Meeting

October 10, 2017

Live – Vancouver Convention Center

10:00 am – 1:00 pm

1. *Welcome:* Jana Brown & Mickie Cooper
2. *Roll Call (Education Committee)*

Ade Ariwoola		Gretchen Isaksson		Mari Ripp		Sherri Gordon	
Alexandra Johnson		Heidi MacDonald		Michelle Hughes		Staci Ashe	X
Arlington Richards		Holly Conti		Mickie Cooper	X	Stacie Tellers	
Beth Wright	X	Ivy Adams		Niles Kostick		Sue Cronk	
Brad Posenjak		Jack Broyles		Noah Crocker		Sue Luhman	
Caitlin Caldwell		Jan Brending		Nora Mitchell		Susan Musselman	
Carmen Hayter		Jan Hawn		Paul Jarvis	X	Suzette Smith	
Cathy Mulhall		Jana Brown	X	Paul Yu		Tage Aaker	
Chase Donnelly		Jenna McDonald		Pete Sullivan	X	Tania Holden	
Chun Saul		Jerica Pascoe		Rob Hendrickson		Thomas Teopfer	
Dale Hough		Jim Nelson		Rita Dady		Toni Nelson	
Dan Legard		Joseph Wolfe		Sandi Roberts	X		
Dean Rohla		Juanita Smart		Sandy Langdon			
Debbie Booher		Kathy Streissguth	X	Sara Lane			
Debbie Dearing		Katie Maguine		Sarah Meyers			
Debbie Strotz		Kelly Boswell		Scott Lester			
Denise Pearce		Ken Smith		Scott Loos			
Duncan Brown	X	Luke Schneider		Scott Prickett			
Eva Lindgren		Malinda Okerlund		Sheila Gall			
Geoff Urbina		Marc Greenough		Sherri Ard			

3. *Tour of facility*

- We took a tour of the convention center and the Hilton Hotel at the convention center.
- There was quite a bit of discussion about the room sizes and seating configurations. Using the rooms upstairs in the convention center we will be able to accommodate 7 tracks with the set up being theater style.
- We talked about not having tracks tied to specific rooms due to the number of rooms and seating capacity. This would allow us to split a room for the smaller classes.

4. *Introduction of Jubilee*

- Jana introduced Jubilee from Conference Solutions and Jubilee explained her role in our planning of the conference. Jubilee will do all of our speaker contract negotiations, this is new for the Education Committee.

5. *Conference Survey*

- There was some discussion about the survey results and if you would like to get information about your specific class, please email Mickie. A couple of items discussed were the AV issues and the Wi-Fi. We need to educate people on downloading the handouts prior to arriving at the conference.

- Shelley stated that there is a phone in every room and that if there is an issue with the room, the moderator can just dial “0” and let them know what the issue is.
- Mickie has entered the attendance count from the Tap N Go data into Sessions.

6. *2018 Conference*

- Jubilee talked about the need to have more onsite resources, such as where to catch the bus, etc. Jana talked about using the screens during breakfast and lunch to announce what’s going on that day. Also, to have more education on how to use the Smart Reg attendance system.
- Sandi talked about sending a special email out to the first timers before the conference informing them of the First Timers Reception. With all of the information in the bags, the invitation seems to get overlooked.
- Vendor Booths – There will be two banquet rooms for the vendors and space in the hallway. Jubilee said she would work with the convention center on the vendor booth diagram and we would talk that diagram back to the Education Committee to discuss “Premium Booth” space. We need to do a vendor game again this year.
- Wellness Walk – Since there will be quite a few attendees at hotels that will require shuttles, it was decided we would only do 6 tracks on Wednesday to accommodate for the shuttle time to/from the outer hotels before the Wellness Walk.
- Meals/Breaks – There was discussion about the “trendy” food from the last time the conference was in Vancouver, which did not go over well. The convention center said they could ~~to do~~ a tasting for a small group.
- Coordination Education Committee/Local Committee – Schedule changes, if there are any changes from last year’s schedules we need to firm them up by the end of November.
- Local Conference Committee Keynote – Jana would like to have the local committee keynote speaker on Friday. She has made arrangements to show the documentary “All the Queens Horses” and then have someone talk about the fraud.

7. *NON-Conference Training.*

- Beth talked about working on getting the Non-Conference class schedule for 2018 as complete as possible by January. Some of the topics that were discussed:
 - Fleet Management, Sandi Roberts has a speaker, Ian Mathers
 - SAO Statewide Themes
 - SAO Capital Asset
 - Beginning Accounting in Tacoma springtime, Sandi Roberts to coordinate
 - Banking/Investments ½ day or a webinar. The class would be specific to the vendor/work group. So Keybank would be for Keybank customers, etc.
 - Emerging Technologies and the impact on the finance department
- Also discussed was what coordination of a class entails s and what are the benefits.

8. *Announcements:* None.

9. *Adjourned.*