2016 I&CPS Conference Committee March 10, 2016 Meeting Minutes

Committee Members:

|  |  |  |  |
| --- | --- | --- | --- |
| Jim Harvey | Chair | Steve Townsend | Secretary |
| Bill Moylan | Chair Arminius | David Mindham | Registration Chair |
| Michael Anthony | Vice-Chair | Alvina Harvey | Guest Activities |
| Don Bramlett | Treasurer | Andrea Ketten | Guest Activities |
| Van Wagner | Facility Chair | Jeanette Pierce | Guest Activities |
| Ibrahim Elmezain | A/V consultant |  |  |

Meeting was held at Kerby’s Coney Island in the Newburg shopping Center, 37155 6-Mile, Livonia, Michigan.

Attendees:

|  |  |  |
| --- | --- | --- |
| Don Bramlett | Michael Anthony | Steve Townsend |
| Jim Harvey | Bill Moylan | Van Wagner |

1. Reviewed meeting minutes from March 10
2. Hotel gave us a list of local restaurants. Mike will add to the Web Site.
3. One hospitality suite has been reserved. Three called and one confirmed.
4. Luncheon will be in the Cascade Rooms C and D.
	1. Restaurant has no shades – not a good choice for the luncheon.
	2. Cascade C and D - 94 people capacity based on 10 people per table, 98 people per cable based on 11 per table.
5. Breakfast in Cascade C and D.
6. Breaks will be in the foyer (not Cascade C & D as discussed at last meeting)
7. Sponsor tables will be at entrance to foyer along walls. Registration in foyer between C and B
8. Wi-Fi in the meeting rooms included.
9. Floor plan drawings.
10. Hotel will provide easels; we need to provide the signs. Hotel will provide signs for the eighth floor between the elevator and the Skyline Rooms only.
11. Hotel will give us credit for the room but not any associated food or drink.
12. Jim sent Nico a Logo for the hotel conference registration page
13. Mike asked for the Health and Education Committee Meeting if he could use Go-To-Meeting. Ibrahim stated that from a technical standpoint there would be no problem.
14. Ibrahim stated for meetings of 15 people or more will require a microphone and speakers.
15. Tuesday dinner or banquet. Committee decided to call it “dinner dance”.
16. 2017 conference announcement should be presented at the luncheon.
17. PDH credits – Paper session chair should announce at the beginning of each session. 2.5 hour credit per each paper session.
18. ETAP workshop?
19. Van and Jim will review the room schedule
20. Travel grants – No new news
21. 22 registered at the conference at time of meeting.
22. Hotel early registration ends April 7 and conference early registration April 10th.
23. Van needs to confirm with Nico if there is additional cost for the meeting room Wi-Fi.
24. Need a volunteer to transfer the web page and convert to format for printing.
25. Jim will try to find and send Ibraham a copy of a previous conference guide.
26. Next meeting – Thursday 3/24/2016.