



March 13, 2013 Organizers Conference Call Notes:

Present: Kelly (Elver), Rob (Schofield), John (Stevenson), Rita (Koontz), Julie (Brown), Josh (Seeger), Joyce (Sweeney), Christy (Storey)

AGENDA:

1. **Site**
 - a) **Drink Tickets Issue**
 - b) **Providence update**
 - c) **L.A. update**
2. **Final Discussion to Set Conference Registration Fee**
3. **AASRO Awards**
4. **Other**
5. **Program planning Review(for program planning group members)**

NOTES:

1. **Site**

a) **Drink Tickets Issue**

- Discussion of issue included that many hotels now give us a free hour of beer and wine at the beginning of the opening night reception, and so many drink tickets do not get used. Joyce thinks this means it is no longer the best welcome for new attendees.
- Rita and Kelly have agreed to order some sort of gift for new attendees while ordering other materials for the conference, and see if that will be more popular.

b) **Providence update**

- Joyce has now met with the hotel conference coordinator and has meal planning completed.
- Costs were forwarded to Rob earlier in the week for inclusion in the cost spreadsheet.
- Additional hotel, travel and possible recreational opportunities for attendees were discussed.

c) **L.A Update**

- Joyce and Christy gave an update on their recent site visit to L.A. They visited 11 hotels this year, and gave a report of some of the hotel features, costs, and location pros and cons.
- Joyce and Christy agreed to send a brief written report to the group for feedback. We hope to get feedback to them quickly to allow for a quick decision in order to get the discounts being offered by the various hotels for an early decision.

2. **Final Discussion to Set Conference Registration Fee**

- Rob circulated the spreadsheet of costs, but there was confusion regarding where some data for the 2013 sheet should come from.
- Rob agreed to keep working on the spreadsheet, with assistance from Josh, who did this task last year.
- The spreadsheet was determined to be final enough to allow a preliminary discussion of the fee for this year, and the group decided on \$400.
 - \$400 was chosen as it matched last year, so no increase was needed, and early figures seem to indicate it should cover expenses.
- Rob will review the spreadsheet and add additional figures and clarifications provided by the group, and let Rita know by the 14th if that figure is significantly too low or too high.
- Registration will open on the 14th if at all possible.

3. AASRO Awards

- John noted that John Tarnai was given a special award this year, and in addition, we would like to encourage attendees to apply for the Tarnai Field Directors Scholarship, so John will draft a message he will share at the opening session regarding this.

4. Other

- Rita shared the screen shot of the registration page where attendees are asked to indicate if they will be bringing guests to any meals, indicate which ones, and have those amounts added to their registration fee.
- There was a suggestion that we make a filter question (will you be bringing a guest to meals?) with a link to a new page for the actual sign up for each meal. Rita will check with programming to see if this can be done, but if not, this page is fine as is. Dollar amounts were discussed and Rita will update as needed.

5. Program planning update (for program planning group members)

- Rita led us through the program for a final check. 2 field and 1 tech session still require a focus statement, which John and Rob will draft and send to Rita ASAP.
- One field session still has only one speaker, and John and Rita will work together to see if they can recruit at least one more, so it won't have to be cancelled. If this can be done, the program can be finalized, and registration opened.
- Session Facilitators will be determined once registration begins, and we have more information on who will be attending this year.

Call concluded. Respectfully submitted, Kelly Elver, Co-Registrar