



March 27, 2013 Organizers Conference Call Notes:

Present: Kelly (Elver), Rob (Schofield), Rita (Koontz), Josh (Seeger), Christy (Storey)

Absent: John (Stevenson), Julie (Brown), Joyce (Sweeney)

AGENDA:

- 1. Site update**
- 2. Registration update**
- 3. Other**
- 4. Program planning Review (for program planning group members)**

NOTES:

1. Site

- No further input regarding L.A. site. Joyce and Christy will contact Julie for any additional input, then make their choice, and let us know what that is at the next call
- Wyoming has volunteered to host the hospitality suite in Providence, and Rita will send them written information on responsibilities involved in the task.

2. Registration Update

- Currently 70 people registered for the conference.
- Rita will send a reminder e-mail next week
- Rita will compare registration to presenter list to be sure all have registered, and will follow up with those who have not.

3. Other

- Rita asked Kelly to set up a conference call for next week with program committee, to discuss facilitator selection.

4. Program Planning Review

- Rita will send an updated program before the call planned for next week to allow for facilitator selection.
- If organizers have not yet sent facilitator suggestions they have to Rita, they are encouraged to do so before that call, so we can discuss possibilities on the call.
- Rita suggested that we add a Wednesday morning Small Shop Roundtable, given we are somewhat short of sessions for Small Shop Field to attend during that time slot.

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