

Executive Director and Conference Planner Report April 2020

I am giving you the highlights and will send out a written report in April.

Executive Director:

- Processed all conference refund checks (waiting for re-order of check to arrive)
- Contacted Speakers about conference cancellation
- Contacted Division chairs about upcoming elections
- Contacted Interest Group Chairs about reauthorization of Interest Groups for 2020-21
- Coordinated with Awards Committee to ensure award plaques are completed and sent
- Contacted Montana Learning Center about deposit refund
- Set up conference call with D. A. Davidson with Lisa
- Thank you notes to exhibitors and registration donations \$1,874.60
- Coordinated with Stephen to set up Cates Scholarship Donation link

Projected Conference Statistics:

- Attendees: 236 registered, 15 additional exhibitors, 17 unregistered speakers; Total attendees: 268
- Revenues: Exhibitors: 23 booths, \$6,897.60; Registrations: \$50,104.08
- Programs: 4 pre-conference, 41 workshops