

Conference Planner's Report January 2020

The conference planning committee met in October and selected all the pre-conference and conference workshops. The committee had a great selection to choose from.

Steering committee members have been busy working behind the scenes to contact area businesses about contributing either monetary donations or donations for door prizes and items for the swag bags. Karen Gonzales contact over 50 businesses for their donations.

I contacted our exhibitors in early November with a follow up message in January about registering as exhibitors. At this time there are 15 booth spaces purchased. Many non-profits have not replied.

I have the schedule set, meals selected, speaker contracts sent and signed contracts returned and needed conference supplies received. The conference website went live on January 6th. I want to especially thank Stephen Haddad for all the hard work getting all the conference information loaded to the conference link and setting up the online PayPal accounts.

Most tasks are set for the conference. In the coming 2 and half months will be spent with registration, exhibitor and other details with finalizing all the plans for conference.