

**CONFERENCE DEVELOPMENT COMMITTEE MEETING**

Tuesday February 13, 2 p.m. ET.

**Present:**

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| Tina Mattison | Erin Carr | Val Gardner | Cassie Bradshaw |
| Kelly Hutton | Dawn Palermo | Roger Rand | Creadell Webb |
| Rick Pierce | Jeff Chapple | Janet Cornell | Erica Payne-Santiago |
| Morgan Baxter | Peter Kiefer | Rob Kazik | Joe Tommasino |
| Hope LaFleur | Mark Dalton | Kevin Bowling |  |

**Minutes:**

1. **Welcome and Introductions**
2. **Annual Conference – Session Overview**

The conference sessions have been selected with a couple of last-minute details with one session. The SIG sessions will be merged with committee meetings. Committees will have a chance to talk about the work that they do but there will also be a session topic.

1. **Subcommittees**
	1. **“Know before you go” webinar**

The group is considering hosting a “know before you go” webinar to discuss what to expect at the conference for new members, first time attendees, or for those who want more information. It was decided that this would be more of a meeting where it would be interactive and attendees would be able to ask questions. We will also take the opportunity to talk about the New Orleans and things to do in the area. We will also have a piece in the Court Express.

* 1. **Videos Regarding how to navigate APP**

Roger will continue to update and share the videos.

* 1. **Commercials – NOLA**

The mini video was shared at the annual conference and will be included in the announcements and/or emails.

* 1. **Hosts – Roger and Kristie**

Roger and Kristie will again be working on hosts for the annual conference. They will work in conjunction with the local team in Louisiana. Vendor sessions will have a host but not a moderator. Val will coordinate with the vendors to provide names of the moderators to Roger.

* 1. **Virtual MC – Melina Brooks and Others**

We are also looking for virtual hosts/MC for the annual conference. We will be working on pushing more notifications to virtual attendees to increase attendance at the virtual networking sessions.

1. **New/Old Business**
* We are in the last stages of contract for the social event which will have the band Mixed Nuts performing.
* Updates to the conference website are in the works to possibly create direct links to the “tabs” on the conference page. Roger and Erin will meet to discuss this further.
* Discussion was held regarding “second line” and the logistics involved. A call will be set up to plan this.
* We will again offer group rates and scholarships are available.
1. **Good of the Order**

Meeting dates –April 9, May 14 and **June 11**.