**NYSARH Conference Planning Committee**

**February 19, 2019 Meeting Minutes**

 **“Harnessing the Power of Rural”**

David called the meeting to order at 9:02 AM.

Roll Call—attending via conf call: Jackie Leaf, Sara Wall Bollinger, Samantha Metz, Rosalie Hopko, David Riddell, Carrie Roseamelia, Mandy Qualls, Helen Evans, Michael Pease, Ashley Hawley, Jenny Leszyk, and Kristin Avery

Sub-Committee Updates:

General Planning – David

* Subcommittees will be responsible for taking minutes of their meetings. NYSARH staff will take minutes for the overall conference planning committee meeting.
* Charlotte/David put together a draft conference schedule; general planning subcommittee will continue to work on finalizing.

Program/Technical – Helen

* Helen will send out a doodle poll to schedule next meeting.
* David informed Helen that Claire Parde would like to join this subcommittee; he will provide Helen with an updated list of subcommittee members.

Publications/PR

* + Waterfall logo won the poll; Gabe is currently incorporating some suggested edits. Once that is done, it will be sent to committee for final review.

Facilities – David/Charlotte

* + Charlotte and David are meeting in March @ Convention Center for a walk through.
		- Jackie will forward new contact information to David.
		- Charlotte & David need to confirm the rolling walls are available for our use for the poster session. We will probably need about six.

Poster Session – Carrie

* Discussion regarding when to recruit poster sessions—send out general save-the-date email now or wait for more specifics.
* David will meet with Carrie to discuss conference schedule specifics
* Jackie raise issue of whether to hold poster session networking event Wed or Thurs. David will put on General Planning subcommittee agenda

Pre Conference Workshop – Ashley/Derrick

* Everyone felt the Cultural Humility Training through UB’s Social Work Dept. would be relevant
* Discussion of CEUs. UB Social Work dept currently looking into handling this internally.
* Ashley will send Carrie contact info for UB Social Work Dept

Sponsors/Exhibitors

* Karin will be emailing
* Mike noted that PPSs budgets are developed in April, so we need to reach out for sponsorships before that.
* Jackie and Sara discussed timeline, and that early March is the goal to have sponsorship documents sent out.

Awards/Prizes

* Timeline is in place

Registration

* David and Jackie will meet to discuss policy issues re: conference registration, such as cancellation policy, etc.
* Helen will send Jackie an example letter from Ardent’s conference.

 Meeting adjourned at 9:34 AM.