**NYSARH Conference Planning Committee**

**April 16, 2019 Meeting Minutes**

 **“Harnessing the Power of Rural”**

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

Roll Call—attending via conf call:

David Riddell, Charlotte Crawford, Carrie Roseamelia, Mandy Qualls, Michael Pease,

Karin Blackburn, Rob Wingate, Jackie Leaf, Richard Merchant, Gertrude O’Sullivan,

Sara Wall Bollinger

Excused: Ashley Hawley, Helen Evans, Derrik Chrisler, Kristin Avery

Sub-Committee Updates:

Minutes – David

* Derrik/Ashley will add name of pre-conference presenter

Pre-Conference Workshop – Helen via email

* All CMEs approved

Program/Technical – Helen via email

* Looking for Keynote – All: please respond to the email she sent
* We need more workshop proposals – All: please send link to your contacts; Sara will do a mass email to members
* Issue of not being able to save work in the Survey Monkey – Karin will look for a fix

Sponsors/Exhibitors – Karin

* Many solicitations have been sent and email applications completed – Karin will update spreadsheet
* All – follow through with your solicitations to get responses

Poster Session – Carrie

* No replies yet

Awards/Prizes - Gertrude

* Sara will put award nomination request into Spring Newsletter

General Planning & Facilities – David/Charlotte

* Discussion re: Wednesday dinner at Top of the Falls. 25-person minimum. Jackie reported that 7-10 people stayed over Wednesday in 2018. David will learn cancellation policy. Mandy will add this to Sponsorship options. We will discuss again in May.
* Mandy to add digital signage on the conference center TVs to sponsor benefits.
* 12 regular easels are available at no charge for the Poster Session

Publications/PR – Mandy

* Sub-committee will preview conference website prior to launch

Registration – Mandy

* Plan for registration to go live on June 1st.

 Meeting adjourned at 9:30.

 NEXT MEETING: May 21, 2019 at 9AM via conference call.