

CSO Conference - Planning Committee Meeting
Tuesday, August 11, 2009
9:30 - 11:00 am

AUDIO ACCESS INFORMATION

Toll Number: 608-265-1000

Toll Free Number: 800-462-1257

Passcode: 8255#

AGENDA

- Registration
 1. When do we send the invitation?
 2. When to send reminders?
 3. When do we close the registration?
 4. Who is doing the zoomerang
 5. Who would like to monitor
- Registration materials
 1. volunteers to stuff folders (if we need them)
- Raffle
 1. How many items do we have? - (4)
 2. How many items do we still need? - (2-3)
- Report back regarding 3rd breakout speaker
 1. Sharon? Yvonne? Other?
- What food to serve for lunch & afternoon break
 1. Buffet
- Conference Agenda
 1. Everyone good with their responsibilities?
- Next meeting date?
- Other details?