

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

On-line: Judy Ballweg, Cathy Crandall, Liz Hilts, Lisa Lake, Karen Smiley
Not available: Peter Nordin, Lorraine Toman

Registration:

When do we send the invitation?

Karen will work to finalize the conference agenda. Lisa will work with Jason Lemahieu to create the zoomerang registration form. The deadline for both will be Friday, August 14th. Karen will then send the registration information via email, and all reminders to the Cooperative Extension classified staff list. It was suggested that we reference last year's conference website when formatting this year's invitation.

Karen volunteered to send the registration information via zoomerang link on Monday, August 17th and weekly reminders on Monday, August 24th; Monday, August 31st; and Thursday, September 3rd.

When do we close the registration?

Friday, September 4th. The Pyle Center requires us to give a final count two weeks before the event, this will allow us enough time.

Who is doing the Zoomerang?

Lisa will contact Jason and Rick Mills for guidance/suggestions on the zoomerang.

Who will monitor the zoomerang replies?

Cathy Crandall & Karen Smiley have volunteered to monitor the zoomerang replies and report back to the planning committee.

We will ask Chris Whalen to update our conference website adding the zoomerang information, conference agenda, and keynote speaker information.

Registration materials:

The conference planning committee will prepare folders for the 2009 CSO Conference the night before (September 22nd) *if any are needed.*

Raffle:

At this time Liz has secured five raffle items:

Kathie Bennett will donate a Badger item

Liz has two items to donate

Deb Jones will donate one item

Karen Smiley will donate one item

Liz will ask Yvonne Horton, Rick Klemme, Chris Whalen, or Terry Kraft to donate one more raffle item. The committee agrees that six raffle items is sufficient.

Breakout speakers:

Peter Nordin has been working with Sharon Klawitter to find/secure a presenter for the Work/Life Balance presentation. This is the third breakout session, which will only be offered once. Sharon is still making contacts, so the speaker is yet to be determined. If Sharon is not able to find someone she will present the Work/Life Balance presentation.

What food to serve for lunch & afternoon break:

It was decided that we would go with a buffet rather than a plated lunch. Judy will contact the Pyle Center catering department to see what options are available for the buffet. Judy will also talk to the catering department regarding the afternoon break. It was suggested that we go with cookies and soda/water. If this break option is not within the state rate - popcorn may be an alternative.

Conference Responsibilities:

The committee members reviewed the working agenda. We agreed that it was is up-to-date and correct!

Next meeting:

Karen will send a doodle out to schedule the next meeting. It will probably be Thursday, September 3rd or Friday, September 4th.

Other details:

It is our understanding that the Dean's office will cover travel related expenses for this conference. Lisa will contact Chad for a budget update. If the Dean's office is willing to reimburse staff for travel, we will communicate this information on the CSO Conference website and ask classified staff to refer to this site for more information. It was suggested that we refer to the Event Planning workshop flyer for the appropriate language.

Next meeting agenda items:

Lunch & Afternoon break (update) - Judy
list the items on the website?

Raffle items - Liz

Registration desk update - Liz

Confirmation 3rd break-out session - Peter

Update on the zoomerang - Karen & Cathy

Budget update - Lisa

Evaluation - Karen