

CSO Conference Planning Team Meeting

Thursday, July 30, 2009

8:30 – 10:00 am

NOTES

On call: Judy Ballweg, Liz Hilts, Lisa Lake, Peter Nordin, Karen Smiley, Lorraine Toman

Unable to take part: Cathy Crandall

- Review lead assignments for each item on the agenda for the Conference (see notes in agenda below)
- Decide whether to tape the conference.
 - o Decision made to bring in digital audio tape recorder (Judy will bring) and tape the opening comments, keynote speaker, lunch meeting & closing remarks. These will be streamed and posted on the website, after the conference.
- Report backs:
 - o Lisa – recap what found out regarding keynote speaker (see below)
 - o Peter – 3rd breakout speaker
 1. Sherry Rae declined offer. Sharon Klawitter will try to find other individuals to contact to talk on work/life balance. If she is unable to find someone, she will conduct the breakout herself. Suggestion to ask Yvonne if she has suggestions, or if she might do it? – Peter will contact Sharon and give her a deadline of Thursday, August 6th to get names to him. He will do follow-up contacts with her, and will contact the names, or ask for assistance?
 - o Judy & Peter – Pyle Center logistics
 1. Reviewed Room set up (main room classroom or herringbone setup, 112 U-shaped, computer lab will hold 40 max); lobby area, better than last year – can be used for registration and for resource fair; tentative layout of rooms; logistics; refreshments (see below); podium, lavalier microphone, screen & projector in main room.
- Raffle discussion
- Lorraine & Cathy will work on a flyer was sent out for review. Karen made some minor spacing/formatting edits and sent to the group. Others are asked to share their suggestions with Cathy & Lorraine by August 6th.
- We would like to have the agenda finalized by August 14th, so that it can be sent to all classified staff, with the registration information, by August 17th. Lisa or Karen will email the information to classified staff.
- Raffle
 - o Liz has two items to donate
 - o Deb Jones one item to donate
 - o Karen one item to donate
 - o Looking for 5-6 total raffle items
- Lisa will send out a doodle scheduler to try to schedule the next meeting in two weeks.
- Next meeting:
 - o Registration materials
 - o Raffle
 - o Report back regarding 3rd breakout speaker
 - o What food to serve for lunch & afternoon break
 - o Other details?

Respectfully Submitted
Karen Smiley

CSO Conference
Wednesday, September 23, 2009
9:00 am – 4:00 pm

Updated Agenda

8:30 – 9:00 – Check-in/Registration (Liz & Brad McCabe? (Liz will check with Brad) Room 325/326

- People can cross their own name off a list
- Have papers and a basket available for raffle sign-up
- Handouts can be on table (no folders planned at this time, but Karen Smiley can bring along if decision changes)
- People will be asked to bring their own name tags, but will have some name tags available for those who do not have one (reminder in registration confirmation email)

9:00 – 9:15 – Welcome by co-chairs & possibly Rick's opening comments (taped) (Lisa) Room 325/326

- AM Break items will be available in back of the room – when people arrive
 - o Coffee & light snacks – will not be refreshed
- Judy will look into whether Rick will provide opening remarks
- Recognize CSAC Executive Committee during opening remarks

9:30 – 9:45 – Introductions (everyone introduces themselves – Name & Office they work in) (Lisa) Room 325/326

9:15 – 9:30 – Ice-breaker (Imagination) (Peter & Karen) Room 325/326

9:45 – 10:00 – Break Room 325/326

10:00 – 11:30 – Keynote Speaker, Dawn Rekoske – “I Lost My Motivation, Please Return to its Rightful Owner” (Lisa) Room 325/326

- Confirmed
- Bio provided
- Will Bring own handouts (if any)
- Lisa will double check what AV needs she has, and share the info with Judy (will bring own laptop computer)

11:30 – 12:30 – Lunch Main Dining Room

- Buffet (at state rate), can have a wide array of options, including vegetarian option, light or heavy meal options
- Judy will recap the past year and discuss the expectations for the election process/try to recruit new members for the council (10 minutes)
 - o October Nominations
 - o November 1st announcement made for new members (take office immediately??)

12:30 – 1:15 – Break-out Sessions (Lisa) Rooms reserved 325/326, 112, computer lab

1. New Technology (wiki, blogging, etc) – Molly Immendorf (112)
2. Microsoft 2007 – Lisa Linfield (computer lab)
3. Work/Life Balance – (presenter to be determined) (325/326)

1:15 – 1:30 – Break

- Set up in back of 325/326

1:30 – 2:15 – Break-out sessions repeated [Rooms needed 325/326, 112, computer lab](#)

1. New Technology (wiki, blogging, etc) – Molly Immendorf ([112](#))
2. Microsoft 2007 – Lisa Linfield ([computer lab](#))

2:15 – 2:30 – Break

2:30 – 3:30 – Resource Fair ([Lisa](#)) [Third Floor/East lobby area for the Resource Fair](#)

1. Payroll & Benefits – Rebecca Rhode & Jeanne Stuckert
2. HR/Professional Development – Angie Koppen & Kathie Bennett
3. Business Services – Rhonda Loger & Jean Stordant
4. IT – Jason L & Tony Roman
5. Budget Office – Chad McClure & Howard Fenton
6. CSAC – Judy Ballweg (table? Another person there w/ Judy?)

3:30 – 4:00 – closing remarks (? Yvonne Horton), Raffle, Closing remarks by CSAC Chair ([Lisa](#)) [Room 325/326](#)

- Lisa will lead closing remarks...thank everyone for attending...
- Judy will work on confirming whether Yvonne will be attending entire meeting and/or sharing closing remarks – estimate 10-12 minutes
- Judy will recap need to volunteers for new council members?/closing remarks as CSAC Chair?
- Raffle – estimate 5 minutes