

Tuesday, February 10, 2009, 10 am – 12 pm

Conference Planning Committee Agenda

It's a new year, and time to start thinking about our fall CSO annual meeting!

In preparation the 2008 Planning Committee (Chad M., Liz H., Chris W., Rick M., Cathy C., Cathleen C., Lisa L., Kathie B., Judy B.) meets with the 2009 Planning Committee (Brad M., Karen S., Cathy C., and Liz H.)

WISLINE: Dial into the bridge telephone number 1-888-363-4735 or 1-215-446-3657, enter the 7 digit access code {7780922} and the # sign. Should anyone have difficulty connecting, the number to the AT&T reservation/customer care is: 1-800-526-2655

We will:

- Review the 2008 meeting evaluation results (see attached)
- Review the 2008 Planning Committee/CSAC feedback (what went well and what didn't) (see attached)

Agenda items for discussion/decision:

1. How do we recruit more committee members
 - a. January 30th an email was sent to the entire classified list serve – hoping to get more people involved! Unfortunately I did not get one reply. What else can we do to recruit?
2. Determine leadership of the planning committee
3. Select a conference date and make sure the facility is available
4. Send a survey to all CSO members – “survey of interest”
 - a. Find and secure speakers
5. theme for the conference
6. Talk to the CSAC Treasurer (Chad McClure) regarding budget (**it has been APPROVED**)!!
 - a. Does the committee/council need to generate revenue for the conference

Also, you might want to reflect on the 2008 annual meeting itself. Questions you might ask yourself ...

- What worked well?
- What were the challenges?
- What would you suggest be done differently?
- What helpful comments did you hear from others during the planning process and the event?
- When should the 2009 date be chosen and planning begin?
- Should a planning process timeline and meeting schedule be developed?
- Should next year's event be held in Madison?
- How could we get more people interested in attending?
- Was the pre-conference Zoomerang Survey helpful?
- What was missing?

Lisa M. Lake