**“Setting the Standards”**

**NCTA 2017 Annual Conference Committee Meeting**

**Monday, January 20, 2017**

**2:00 PM Eastern**

**GoToMeeting**

**MINUTES**

**Attendance:** Cindy James, Jody Atkins, Rosemary Freer, Alex Martinez, Tabatha Phillips, Tremain Williams, Jim Wollack, Duane Goupell, Sally Frazee, David Espinoza, Amystique, Bob Lange, Sally Carter, Theresa Scott.

# Committee Updates

**Program Committee – Bob Lange**

Nine (9) people who have submitted proposals. A bit down from last year, which was 18. A few are asking for travel assistance. The deadline is March 1. Duane recommended putting out a reminder on the listserv. April 15 is the second deadline. Working on getting a keynote speaker. The first person was not able to do it. Have not heard from second contact from Lumina. Do have a third prospect. Jim suggested a separate email about travel assistance award for presenters. This is a firm March 1 deadline. We have three this year, at $1,500 each. Must certify that they absolutely couldn’t be there unless they get an award.

**Host Committee – No report.**

**Virtual Conference – David Espinoza**

Introduced Tremaine Williams from Texas A&M San Antonio. Transitioning leadership to Tremaine. Need to submit the Comm Partners for review and approval. One day is live streaming (Wednesday) and one day to be recording sessions (Thursday). We are paying for live streaming all day on Wednesday. They could also be recorded. Rosemary mentioned April 17 is the deadline for exhibits/sponsorship package. The virtual conference will be held in the Rookwood room on Wednesday.

**Conference App – Amystique Church**

Building the app in order it to be released on the Apple and Google store.

**Sponsorships/Exhibits – Rosemary Freer**

Decided not to do wall/floor clings. Most of the paperwork is ready to go. Determining if to giving 10 x 10 with pipe and drape or just tables. Got drawings of the rooms. Determining the items for the exhibitor’s fair.

**Resource Fair – Theresa Scott**

It was determined that the Resources Fair should fall under membership and not Outreach. Jamila Maxie will be overseeing the Resources Fair.

**Awards – Theresa Scott**

Theresa Beebe is the chair of awards now.

**Conference Planner – Jody Atkins**

* Working on conference logos
* Spoke with hotel and got clarification on a lot of things.
* Got all room diagrams including exhibit hall
* Conference general information on the website
* Working on RFP for Exhibit Hall Décor
* Put together initial Food & Beverage Estimator – will be working with Jarret and Alex on conference budget.

# Old Business

Remove Sally Frazee and Rosemary Freer from the Conference emails. Add Cindy James and Jim Wollack to the Conference Emails. Rosemary should be on the Sponsorship Emails.

# Next Meeting – March 20

Since the next meeting isn’t until March 20, please submit updates to the committee by March 15, which is before the Governing Council meeting.

Meeting adjourned 2:53 PM.