NHRMA Student Conference

Planning Meeting

January 19, 2018

ATTENDEES:

Alan (Facilitator), Charla (Notes), Juanita, Laura, Marilyn, Chance, Dave, Marcus, Ren’ee, Laurie

AGENDA:

1. Options for Venue/Activities (see email from Alan)
2. Student Survey Status
3. SubCommittee Membership
4. Next Meeting

DISCUSSION:

* Nomenclature
	+ Laura asked what “corporate” means and if that excludes non-profit/healthcare. Alan reinforced that we want to create an event with activities that are a draw and Chance noted that it is too early to nail down specifics.
* Questionnaire
	+ Chance strongly suggested moving forward with the student survey. It’s important to have their input regarding what they would like the experience to be like.
* Location
	+ Chance has already requested proposals (Sheraton, Marriott, event planner).
* Event Committees
	+ Publicity - Charla, Juanita, Dave
	+ Program - Alan, Laurie, Doug
	+ Finance - Chairs
	+ Logistics (Location, Food, etc) - Chance, Ren’ee
	+ Sponsorships - TBD
	+ Volunteers (added) - Marilyn, Marcus
	+ Registration (added) - Marcus, Laura with guidance from Chance
* Cost to Students
	+ Something like $80/night for hotel - Alan asked Chance about NHRMA subsidy.
* Registration
	+ Maybe use EventBrite. Involves building out ticket types, collection of data relevant to event, confirmation email, etc. Chance available for guidance.
* Branding
	+ Chance suggested leveraging SHRM with marketing collateral.
* Action Items
	+ Questionnaire - Juanita to send out with one-week response time by 1/22
	+ Program Committee - provide outline specifics by 2/18.
	+ Publicity Committee - solicit input for ideas and send Save the Date by 1/25.
	+ Finance - prepare budget by 1/24 (with input from Chance for NHRMA’s budget history and Dave for Alaska chapter travel needs.
	+ Sponsorships - address at future meeting.
* Next Meeting:
	+ Monday, January 29th 9am PST