MEETING NOTES

April 4, 2018

ATTENDEES: Dave, Ren’ee, Laura, Juanita, Chance, Laurie, Markus

UPDATES:

* Hotel - final quote sent via email 4/4 ($12000 food / $4100 A/V) for 75 FRI and 80 SA (Ren’ee)
* Corporate tours - logistics are being finalized today; communication will be sent via email to chapters advisors w/cc: to state CRDs and company contacts (Charla)
* Conference Check-in - 2 tables with nametags, pass out logo bags, and provide 1-page agenda (Committee)
* HR Games - Charla to contact Michele for more information. Marilyn can judge; Markus is an option as a possible host - need to check SHRM rules; Laura will be scorekeeper.  
  Breakout Session - Ren’ee, Juanita and Markus to introduce.
* Returning Student Panel - Charla to moderate and add Markus on panel.
* Timeline & Script - Chance to work with Markus on schedule template.
* Rolling Powerpoint - Chance and Charla to collaborate on student messaging.
* Door Prizes - Markus to coordinate drawings on Friday at reception and on Saturday at morning keynote, lunch, afternoon keynote and the HR Games (total of 5).

LOOKING AHEAD:

* Use HR Leaders of Tomorrow as our branding for all things college relations for NHRMA.
* Consider hosting a webinar for all student chapters in the coming months.
* Chance, Charla and Ren’ee will discuss master billing for the hotel.

ACTION ITEMS:

* Charla - send ASL interpreter name and reservation number to Ren’ee.
* Charla - update budget with final hotel numbers.
* Charla - touch base with Alan to find out about logistics for the name badge switching exercise.
* Charla - send name tag file to Chance with registered attendees and student chapters added.
* Charla - finish sending emails to chapter advisors regarding corporate tours.
* Chance - order 9 selfie sticks for chapter gifts and to encourage social media participation.
* Charla - create one-page agenda to pass out at registration desk.
* Ren’ee - add two tables for conference check-in and clarify Alan’s reservations.