2019 Student Conference Planning Committee

Google Hangouts

January 8, 2019

ATTENDEES

Alan Cabelly (Chair), David Cadiz (Notes), Ren’ee Mangini, Dave Rambow, Rick Howell, Michelle Swift

ABSENT

Charla Brown, Scott Lee, Patrick Staton, Chance Brimhall, Markus Smith,Cooper Staples

MEETING OVERVIEW:

The meeting started with reviewing the draft programs that was distributed prior to the meeting and everyone on the phone provided positive feedback with regard to the agenda for each of the days.

Alan asked about a potential speaker, Cindy Pain. Everyone agreed to have Ren’ee reach out to invite Cindy as a speaker. Honorarium was also approved if needed, but Ren’ee would approach to see if she would do it for free. Keynote – Megan Leatherman was offered a $1000 honorarium.

Program Discussion: Rick discussed the budget and food for the conference that he sent out. Rick said he has not booked the hotel and conference rooms and a food contract has not been negotiated and signed yet either.

Friday – What time do we need the conference room? The group agreed that having the room available from on Friday starting about 3-4pm.

Saturday – how many rooms do we need for the concurrent and breakout sessions – we may only need two rooms only.

How many hotel rooms are we need to block off? Alan said start with last year’s numbers + 20%

Food menu – everyone agreed that the food choices seemed reasonable and the group agreed that alcohol could be present but would be sold in the bar that is near the conference. Do we have a need for hot breakfast versus cold breakfast? It was agreed that cold breakfast is the most appropriate choice. Tex-Mex was selected for lunch because it captures a broader range of diets including vegetarian.

What about afternoon treat? There is agreement that cookies and cold beverages offered in mid-afternoon…maybe add water stations also throughout and remove lemonade option. Rick will check regarding decaf for coffee for Friday.

Budget Discussion: Michele discussed the budget and stated that the numbers in the spreadsheet are her best estimates. She would like everyone to review to see if there is something that is not accounted for. For example, is there anyone coming from NHRMA board or state council are going to be attending.

**NEXT MEETING:**

Week of January 28 through February 1

**ACTION ITEMS:**

* **Ren’ee to invite Cindy Pain to be a speaker and try to get her to do it for free but has permission to offer honorarium.**
* **Michele to coordinate a discussion about HRGames and she will work with Marcus and Ren’ee offered to help out also because the student, Lauren, who helped out last time is not on the committee this year. Dave R. also agreed to participate in the discussion of the rules and process. There seems to be no need to update the questions this year. Marcus to get prizes again?**
* **Everyone to provide Rick with their best estimate of number of students attending by 2/1. Michele is working with U of O to see if there are any students interested as well as Willamette University.**
* **Rick plans to meet with hotel and food contractor over the next week and he will also contact Chance to make sure he has authorization to sign for NHRMA.**
* **Michele will send a share link to the spreadsheet to the committee**
* **Everyone please look at the budget spreadsheet on the shared drive and provide any updates regarding any additional costs (speaker fees, speaker rooms, parking, etc.) to Michele.**
* **Dave C. will send out Doodle Poll to coordinate next meeting the week of January 28th after receiving Alan’s availability for that week.**
* **Alan to work with Chance regarding registration and marketing**
* **Alan to add breakfast on program for chapter advisors to check in on Saturday morning.**