

Conference Call Minutes - Final  
November 27, 2012

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- CHP – Confirmed Color Guard
- 19 Vendors confirmed – Cheri Lynn and Michelle to start calling to ensure they received information. 80, 10x10 booths available in the Vendor Hall. Some vendors take 2-3 booth spaces and generally average about 50-60 vendors.
  - They will also start working on the signage
- Proposal from Hotel – Douglass BC for Vendor Hall and D for General Session and meals is what hotel proposed. That will cut down space on Vendor Hall. The alternative is to use CD for vendors and B for General Session. That way we don't have to modify the layout for the Vendor Hall. B will hold up to 400. Douglas A is available for the first night for Welcome Reception and Douglas B for the second cocktail/meet and greet reception. Douglas B will need to be turned over for the Reception and for the Thursday's General Session. Hotel hasn't received the winter menu. It's hopeful they will have a status tomorrow.
- Training – ETC's = 5 all provided by San Diego. Likely up to 30 courses for Breakouts. Jaime and Hanan to configure rooms. Michelle to meet with Ryan for proposed use of SETNA
- Speakers confirmed. Hanan to coordinate travel arrangements. Bio's to be confirmed for the program
- Entertainment during the receptions? Alicia to coordinate "cocktail hour" entertainment.
- Special recognition - presentation to Paul Capittelli for his retirement? During reception? Raffles to be spread out starting with the first night reception, second night and vendor hall hours. Do we want to sell raffle tickets? Roy to start soliciting vendors for prizes. Create "CALNENA Bucks".. donate up to \$ \_\_\_\_ towards something involving CALNENA meetings, etc. Hanan and Alicia to develop a proposal for each night's reception.
- Sponsors and Vendors to participate in the Receptions w/o cost?  
3 Platinum's and 3 Silver Sponsors so far.
- Board members to arrive on Sunday January 20<sup>th</sup>. Bag stuffing and pre-conference coordination meeting with the Hotel on Monday morning. Post conference de-briefing with Hotel on Friday with Hanan and Cheri Lyn and Hotel Staff.
- Nominations closed: 2 for 2<sup>nd</sup> VP, 2 for Commercial VP and 1 for Treasurer.
- Bylaws to be ready to vote by Membership

**Next Call: December 4, 2012 at 1000**