

OSTI Conference planning team meeting
 Date: August 20, 2014, by GoTo Meeting, 7:00 P.M.
 Present: Erin Neff, Lois Feuerle, Helen Eby

Summary notes submitted by Helen Eby

7:30 - 8:00	Registration
8:00-8:20	Welcome. Helen. Introduce Board members, see members stand, see regions stand, court raise, court, medical, translators
8:20-8:25	Introduce first speaker
8:25-9:55	Wilson Atteberry, taxes
9:55-10:10	Break
10:10-10:15	Introduce second speaker
10:15-11:45	Amanda Smith, Demand-Control Schema
11:45-1:00	Lunch
1:00 - 1:05	Introduce third speaker
1:05-2:35	Lois Feuerle, Vicarious Trauma
2:35-2:55	Break
2:55-3:00	Introduce fourth speaker
3:00-4:30	Jost Zestche, Translation technology
4:30-4:45	Wrap Up/Thank you (Either we end 15 minutes early, which everyone loves, or we have some cushion time in case anything goes over.)

Location: Linn-Benton Community College. We decided to have LBCC be responsible for the catering and provide a light lunch and snacks for our event.

Prices:

Date	Member	Non-member
before September 20	55	80
As of September 20	70	95

Cost of a year of membership dues: \$55.

Registration: to be handled through Event Brite. Erin is setting up the site.

Email communication plan through Vertical Response

September 3: Send out initial EventBrite announcement for registration.

September 17: Reminder that early bird rate ends in 3 days

September 25: Reminder that the conference is a week away.

October 3: Day before the conference (reminder)

Logistics, details, etc.:

Pens and notepads for publicity: \$500, ordered for the conference
 Event venue reserved for room with capacity for 80 people. The room can be upgraded if needed.
 Cost, including catering: \$1,245. This cost may go up based on final catering order if more than
 50 reservations are received. 50% deposit (622.50) due September 4.

Needed from speakers (Erin will collect this information).
 Official bios and titles of presentations.
 Copy of presentation in PPT format.
 Electronic file of handout 3 weeks before the conference.

Sponsors, exhibitors: not this year. We are trying to focus on doing one thing at a time, and
 doing it well.

Budget expected:

Expense		Paid b4 conference
Meeting venue and catering for 50	1245	622.5
Printing program: 12 pg, 50 copies, \$0.05/page	50	50
Wilson A. Speaker fees	150	
Pens and notepads	500	500
Wilson A. transportation and mileage	272.16	
Wilson A. Lodging	150	
Jost mileage	151.2	
Gifts for unpaid speakers (\$50 each)	150	
Fees (EventBrite)	115.5	
Total	2783.86	1172.5
Income expected		
# attendees	Min. price	total
50	55	2750
80	55	4400

Next meeting: September 10, 7:15 to 9:15 p.m., by GoTo Meeting.

Agenda for next meeting:

Conference planning update

Volunteers needed (list and set up recruiting process)

Needed before then: volunteer coordinator