

OSTI Conference planning team meeting

Date: September 10, 2014, by GoTo Meeting, 7:15 to 8:45 PM

Present: Elena Werner, Erin Neff, Helen Eby, Jess Kincaid, Jessica Dover, Lois Feuerle

Next meeting: September 24, 2014, at 6 to 8 PM, by GoTo Meeting.

Draft minutes submitted by Helen Eby on September 10, 2014

The agenda for the meeting was approved.

The minutes for the meeting of August 20 were approved.

Progress report on activities since last meeting

- The [Eventbrite registration](#) site is live.
- The [OSTI Conference page](#) is live and is set up as the OSTI landing page.
- The Vertical Response went out on September 5 (2 days after our planned Sept 3 email). It has about 30% open rate.
- Speakers have been confirmed.
- CE credits have been requested from CIS (the email with the documents went out today)
- Pens and notepads for attendees have been received.
- NALS conference: we declined this time because it is not in our budget
- We visited Bend, Albany and Southern Oregon. All three places are excited about the conference
- Deposit for OSTI conference paid to LBCC (Linn Benton community College in Albany)

**Treasurer's report:**

Funds on hand after checks are cashed: \$1069.

Expenses coming up:

Before conference		After conference	
Web page update	\$60	IRS (501c6 filing)	\$400
Gifts for attendees and for future use	\$554	Conference	\$650
Gifts for volunteer speakers	\$50x3=\$150	QB Online	\$12.95/month or more

**Conference planning. Erin Neff reports and moderates discussion. Tasks needed:**

Name	Task	Due date
Erin	Get green ribbons for planning team and volunteers to wear at the conference.	
Erin	Get labels and pens. Get 5x8 cards for feedback. Keep receipts.	
Erin	Post conference update on NC listserv.	ASAP
Jess	Post conference updates on Washington listserv	ASAP
Jessica	Call for membership team processing meeting	ASAP
Erin	Request CIS CE credits (court interpreters)	9/10
Jessica	Request NAJIT CE credits	9/10
Lois	Give Jessica contact information for NAJIT CE credits	9/10
Lois	Request ATA CE credits	9/10
Helen	Order OSTI magnetic name tag for Erin.	9/11
Helen	Ask members to get the conference info to go viral, get it on their signature, tweet it, etc.	9/12
Helen	Post conference info on IMIA listserv	9/12
Helen	Post conference info to ATA groups: medical, interpreting, Spanish, Business Practices listservs, ATA and Spanish Linked In sites	9/12
Jessica	Put together one page announcement for CIS to distribute. Have draft ready.	9/12
Erin	Create draft of certificate of attendance, to be distributed after completing post-conference online survey.	9/15
Erin	Draft survey for post-conference evaluation	9/15
Helen	Create program and get it printed	9/15
Helen	VR mailing on 9/17, pointing out that the member discount is almost 50% of the membership fee.	9/15
Jessica	Order gift cards for volunteer speakers (from IBD or Powells)	9/20
Jess and Erin	Recruit volunteers	9/24
Helen	Create signs for placing at LBCC to direct people.	9/25
Erin	Create name tags for speakers. Printed.	10/2
Board members	Be at the OSTI table.	10/4
Erin	Meet presenters as they check in	10/4
Jess/Erin	Coordinate volunteers on site	10/4
Jess	Volunteer as needed on site	10/4
Jess and Erin	Clean up after conference	10/4

**Volunteers needed for:**

- Registration table
- Putting signs out.
- OSTI table.