

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.