



PEAF End of Conference Board Meeting

Wyndham Hotel in Orlando, Florida

August 29, 2018

- **Call to Order 1611**
- **Welcome all members and THANK YOU FOR ALL OF YOUR HARD WORK THIS WEEK**
 - **In attendance at the meeting**
 - **Sheila Lustigman-President**
 - **John Briney-Vice President**
 - **Lori Arcomone-Previous Treasurer & Conference Committee**
 - **Dawn Ramage-newly elected Treasurer and Conference Committee Member**
 - **Gina Pirtle-newly elected Assistant Treasurer**
 - **Lisa Spencer-Secretary**
 - **Scott Feldman-Historian\Sgt. At Arms**
 - **Theresa Adams-Previous Educational Coordinator**
 - **Patricia Trovillion-newly elected Educational Coordinator\Previous Chapter 2 President & Conference Committee Member**
 - **Kay Bradshaw-Communications Coordinator & Certification Committee Member**
 - **Deborah Lanni-Conference Coordinator**
 - **Colleen Coppola-Chapter 1 President**
 - **Chandra Gaines-Chapter 3 President**
 - **Mike Heneks-Chapter 4 President**
 - **Beverly Hunt-Chapter 5 President**
 - **Willie Williams-Chapter 6 President**
 - **Diane Foreman-Chapter 7 President & Certification Committee Member**
 - **Jennifer Bellamy-Chapter 9 President**
 - **Penny Cyr-Conference Committee Member**
 - **Beth Fleet-Conference Committee Member**
 - **Patricia Ballard-Conference Committee Member**
 - **Karen Watson-Conference Committee Member**
- **The reading of the minutes of the 07-28-2018 meeting- will be tabled until the next meeting**
- **Reports from Board Members**
 - **President-Sheila Lustigman**
 - ✓ **Overall Conference Feedback**
 - **Everyone put their heart and soul into the conference, thank you**
 - ✓ **Transition of Treasurer and Educational Coordinator**
 - **Conference Planner-Deborah Lanni**
 - ✓ **Time limits and deadlines**

- The deadlines and time limits for registration need to be pushed back to give more time to accomplish payments and preparations that are made for each member during the conference process.
 - Lori stated that if the payment isn't received by a deadline that is given, the spot needs to be given away to allow other members the opportunity to attend the conference.
 - 120 donation letters were sent out by Penny, only 1 was received back. John hasn't had a problem in the past when he has sent out donation letters; maybe they need to target better businesses and give them plenty of advanced notice.
- ✓ **Hotel**
 - Some of the complaints were AC issues, insect issues, no hot water, fire alarm beeping, but the complaints were minimum compared to last year's complaints. Consensus was to stay another year at this same hotel.
 - Many people like the proximity to the restaurants due to things being within walking distance and having a wide variety of places to choose from.
 - The Hotel Staff was very helpful and friendly.
- ✓ **Food Break Items**
 - Penny asked if we could charge for extra coffee. Sheila stated that this is not an option for a hotel setting, but we do need to make sure that we have coffee every day. Look at options of having coffee set up outside the conference room.
 - Beverly stated that she received good feedback on having ice cream and pretzels, this was a nice change in break options.
- ✓ **Vendors**
 - Some of the vendors did not know that they were included in the Roundtable discussion; we need to make sure that they are aware of this next year.
 - Consideration for vendors coming in Sunday instead of Monday so that they can set up, we would need to look at raising the booth price. Sheila advised to make sure that they are clear on our schedule/agenda.
 - Discussed fining Vendors that pack up and leave early.
 - Some of the Vendors did not know that they could talk; some did not want to talk back to back with their competitors and did not want to have their booths near their competitors.
 - The Vendors asked for a list of the attendees and their emails.
 - The Vendors stated that they had better interaction with the attendees since we did not use the bingo cards.
- ✓ **Roundtables**
 - Members were asking when they would be given the information that was discussed at the roundtables.

- Mike stated that it was good that we signed up for the topics and that each table had a scribe and a facilitator.
- Kay stated that we split up the tables and that there be a limit on how many people that can be at one table.
- Beth stated that this was an experiment, Sheila and several other members thought that this was well executed and the best roundtable that we have had so far.
- ✓ **PEAF Booth – sales and storage**
 - Chandra stated that the XL female shirts were not large enough and asked that we get larger sizes. Deborah did not know that we could get larger shirts.
 - Patricia Ballard stated that other employees at their agencies that did not attend the conference may request shirts and other PEAFF logo items.
- ✓ **Future sales of items**
 - There was discussion about Chapter Presidents selling items, having an online store, this brought up the problems of accountability and how the logo items would be distributed and inventory.
 - We will develop a plan and not sell items until protocols are established.
- ✓ **Set up-on Sunday afternoon**
 - Things moved quickly due to having so many people that showed up to assist with the set up.
 - Beverly suggested making more room between the tables especially for the larger chapters so that there would be more room to move around. Also, put a sign behind the table with the chapter numbers.
 - Jennifer suggested having a sign that states the counties that are in each chapter so that new members know what chapter they are in.
- ✓ **Check in and Bags**
 - We need more time for checking in on Monday morning. Sheila suggested starting registration at 0700 and the conference at 0830.
 - Jennifer suggested having a sign in sheet at each Chapter table for members to include their email and a contact number.
- ✓ **Shirts**
 - The biggest complaint was that the female shirt sizes were too small. An email was sent out, but many people did not pay attention to it.
 - Penny asked about having extra shirts on hand to swap out sizes if necessary, then sell the shirts that were swapped out at the booth.
- ✓ **Dinner**
 - The food was very good, the servers were friendly and helpful.
 - Beth Fleet discussed dietary concerns and food allergies.
 - Deborah did not receive any concerns, but she can mention any food concerns to the hotel in the future.
- ✓ **Magic Show**

- The magic show went very well, many people enjoyed the magician.
- Jennifer stated that some people still wanted time to dance.
- Kay stated that some of the members did not know when the evening ended and were not sure when and if they could leave.
- Jennifer had some concerns about the content of the show and the child being present. Patricia Trovillion stated that the magician toned down the content of the show due to the child being present.
- In the future there will be an announcement made that children will not be allowed at the dinner.
- The wrist bands were confusing, not policed and some people lost their wrist bands. Discussion was made for the people that buy extra tickets need to check in their guests instead of all of the members needing to be checked in since this is part of the price of the conference.
- Educational Coordinator
 - ✓ Speakers
 - Some of the Guest Speakers were hard to hear, we discussed making sure that their microphones were positioned correctly and additional speakers were placed in the room, possibly in the back.
 - Deborah tried to vet a new AV company; the hotel only subcontracts certain AV companies.
 - The guest speakers and the topics were interesting and informative.
 - Sheila stated that the time to look for guest speakers and topics is now to be prepared for the next conference.
- New Business
 - ✓ Next Board Meeting is November 3rd at 1000 – Port St. Lucie
- Motion to Adjourn at 1724.
 - Patricia Trovillion motioned for the meeting to be adjourned, this was seconded by Lori, all agreed.