

## PEAF 2018 Educational Conference Committee Meeting

March 17, 2018

Meeting called to order @ 10:10am

### **Attendance**

Sheila Lustigman Coral Springs PD  
Dawn Ramage Ft. Lauderdale PD  
Beth Fleet Duval Clerk of Courts  
Trish Ballard Escambia County Sheriff's Office  
Deborah Lanni Port Orange PD  
Patricia Trovillion UCF PD  
Penny Cyr Tarpon Springs PD  
Nicole Lunsford Jupiter PD  
Kerstin Frashier Jupiter PD  
Lori Arcomone PEAf Treasurer

### **Introductions of all committee members**

#### **Conference Committee Jobs and Duties:**

Donation Letters: Penny Cyr: Reach out to bowling alleys, theaters, theme parks, museums etc.  
PEAF Booth/ Merchandise: Trish Ballard and Penny Cyr  
Ordering Shirts: Kerstin Frashier and Nicole Lunsford: Reach out to at least 3 vendors to compare prices, request fabric samples and confirm 10 different colors. Have the samples to show at next committee meeting.  
Organizing Vendors: Dawn Ramage and Deborah Lanni  
Round table coordination: Beth Fleet and Penny Cyr

#### **New Dates and tentative schedule:**

Conference will be 3 full days, Certification training on the 4<sup>th</sup> day and Certification Test on the 5<sup>th</sup> day. Committee members need to be at the hotel on Sunday August 26. Meet at the Registration room at Noon. Executive board will also arrive on Sunday. Early registration begins at 1700 hours. We discussed giving committee members an assignment when we first arrive. Debra and Dawn will print up vendor name cards and play cards. Chapter Presidents will get name tags, shirts, and will be responsible for packing their chapter members bags. Location for conference was discussed. Orlando is a central location but we have been receiving offers from other hotels. We need to keep in mind the size and location to accommodate everyone.

#### **Speakers:**

Encourage vendors to become sponsors, encourage them to purchase Advertisement space.

## **New Business:**

### **Logo items for give-away (Chapters)**

Have the different agencies bring in items with their logos to use as prizes during the conference. The hotel gives us a 2 night stay to use as a prize.

### **What attendees would like to have?**

#### **PEAF Booth/Selling of items**

We will have a PEAf booth this year to sell items with our logo. Everybody is encouraged to email items that they would be interested in buying. Some ideas that were mentioned during our meeting were a notebook with our logo and putting candy in our bag. A list of the merchandise should be emailed for review by 4/17/18.

### **Walk of property, vendor space and meeting area:**

Hotel Conference contact is Larissa Santana.

Discussed having luncheon in vendor room.

We need to make sure the staff does not throw food away when we leave the room to take pictures.

Vendors arrive on Monday and Drapers come in to set up.

\$15,000 is the minimum for food. Per our contract we need 80% of the rooms booked.

Volusia County color guard performing opening ceremony and will arrive 1 hour before. Should have a person assigned to help them set up.

Speaker will be Sheriff Chitwood.

### **Dinner show:**

Ideas: Luau- contact person: Larissa (hotel)

Magician- contact person: Patricia (UCFPD)

No business, no speakers, no announcements- just fun

Dinner show would need to be confirmed by May

Decoration idea: Skeletons for tables were donated. We discussed possibly using the skeletons as a give-away for a raffle.

Pricing and information will be emailed.

### **Vendor information:**

Dawn Ramage and Deborah Lanni will be in charge of the vendors. They will confirm them, set up their area and encourage them to become sponsors. Qtel was a good sponsor in the past.

Would like to have a major sponsor this year and have a vendor sponsor our lunch.

We discussed selling time for vendors to speak about their products. The first option was \$200/30min, but after some discussion we decided \$50/5min \$75/10min and \$100/15min would be better.

First 10 people who send in their applications get to pick their booth space.

Some vendors need more space.

We accommodate Patterson + Pope since they need more space and they are very involved with PEAf.

Do not put 2 vendors next to each other that are selling the same products.  
Vendors complained that they did not have enough time to speak with the members.  
Discussed different ways to have members interact with vendors and having their cards signed by the vendors. One idea included having an individual speaker by the door and during their talk they would mention a key word that everyone would write down.

**Other topics:**

\*Mention at beginning of conference when going over housekeeping:  
Cost of hot water, so everyone understands they should not bring in their coffee travel mugs and fill up.

\*Hotel Room Issues- Please document date, time, room # and issue you are experiencing.  
Documentation will help if we need to renegotiate our contract.

\*Q&A (Round table) - Questions are submitted at time of registration.

Beth Fleet and Penny Cyr will be coordinating the round table discussion.

Use survey monkey- get answers to questions before the conference.

Have a proctor/facilitator for each group (Sherriff, Clerk, Small PD, Large PD etc.) that is designated to ask questions.

Seating people in groups based on what kind of agency they are from to help network and communicate.

During the round table, ask the question, state the answer, and discuss for about 2 minutes.

\*Helpful idea: write your questions on the back of your business card and give it to someone from another agency to email you back.

\*Would like lots of pictures this year, including a photo with all of the presidents.

\*People on the agenda are confirmed. Yellow lines- needs a case review, maybe a pulse nightclub responder.

\*Membership push- military base needs to be contacted. We discussed the decreased number of members from Orlando.

\*Goal this year is to make everyone feel together like a family!

**Next meeting location and time:**

Saturday June 30 at the Wyndham Hotel in Orlando at 10:00am.

