**NCTA 2017 Annual Conference Committee Meeting**

**January 23, 2017**

**Via GoToMeeting**

**Minutes**

**Attendance:** Jim Wollack, Alejandro Martinez, Sally Freer, Rosemary Freer, Cindy James, Duane Goupell, Jody Atkins.

The group reviewed the Conference Committee document that had been sent by Duane on 1/9. They added “Build out Conference Website” to Jody’s responsibilities. Jody will update document and re-send it to the committee.

Jody asked about the Exhibit fair, questioning whether 10’ x 10’ booths will be desired this year or whether we will stick with just 6-foot tables. Rosemary’s committee would like the booths if they are reasonable and if space permits. Jody will discuss space with the hotel and also submit an RFP for bids on booths. She’ll do this once she receives the general conference agenda.

Sally mentioned that the Exhibits are earmarked for the Pavilion room right now. All meals are earmarked for the Hall of Mirrors, with tables of 10. Six breakout sessions are allocated. The Rookwood and Rosewood are earmarked for the Virtual Conference.

Conference Registration should be ready to open May 1. Jody hopes to manage conference registration via MemberClicks.

Sponsorship Forms – Rosemary will send the final forms to Jody so that she can make them online forms as well as PDF format.

The Conference website will be built out on MemberClicks. All materials should go through Jody, and she will distribute it to Fran for editing before it is approved to be posted.

Jody to provide a few conference logo ideas to present at March meeting. Logo would go with “Setting the Standards” theme.

Jim and Cindy will create a draft conference agenda and have it to Jody by end of current week. The Social will occur concurrently with the Exhibitor Fair, inside same room. Conference is Wed., Thurs., Fri.

Group discussed setting up regular monthly conference calls. Consensus was that Upcoming Calls to be held on the third Monday of every month before 3:00 PM Central. Jody will send a doodle poll to the Committee Chairs to confirm time.

Jody will update Chair Materials and send it to the committee.

Jody will set up a place to store conference documents for the committee.

Meeting adjourned.

*Respectfully submitted by,*

*Jody Atkins*

*Comptroller/Operations Manager*